

## Disability Analyst 4

**Announcement Posted:**

9/3/2025

**Responses must be hand delivered or postmarked by:**

9/13/2025

**Salary Range:**

\$96,336 to \$121,413

**Location:**

Division of Disability Determinations:

Buffalo Processing Center

295 Main Street

Buffalo, NY 14203

**Grade:**

25

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

**OR**

Reachable on the appropriate eligible list in Buffalo.

**Duties of Position:**

Reporting to upper level DDD management, the incumbent will be responsible for the management, direction and coordination of activities in relation to any of the following functions, as well as oversee the development and implementation of specialized programs:

Case Processing Units: The primary focus of the position is the efficient and effective processing of cases, ensuring that workload standards are met, and existing policies and procedures are adhered to in accordance with Social Security Law and Division policy.

OR

Quality Assurance: Ensure that the quantity and quality of determinations meet established goals and standards. Examine production issues and ensures remedial actions are taken to maintain goals.

OR

Medical Review Unit: Supervise and oversee medical review units. Ensure efficient medical review of cases and an effective medical consultation process within medical review units.

OR

Analyst Case Processing (ACP) Oversight: Monitor the support for all ACP and program-related system applications.

OR

Medical Relations: Ensure that medical evidence from treating sources and Consultative Examination (CE) providers is received timely and is high quality; confirm that medical resources are available to Division analysts.

### **Conditions of Employment:**

You must be a current Division of Disability Determinations employee to apply for these positions. A full-time permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Please be advised that all hires or transfers to OTDA's Division of Disability Determinations must submit to mandatory fingerprinting and an associated FBI background investigation by the Social Security Administration under Homeland Security Presidential Directive-12. Not all prior arrests and/or convictions will prohibit appointment. Information is considered on a case-by-case basis.

Your resume must indicate how you meet the minimum qualifications for these positions. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

### **Remarks:**

- **Candidates should reference posting 25-151 when submitting your application.**
- **If submitting electronically, please reference posting 25-151 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color ("BIPOC"); LGBTQIA+ individuals; women; people with disabilities; and military veterans.