

**Housing Specialist 1 (NY HELPS) OR
Housing Specialist Trainee 1 OR
Housing Specialist Trainee 2**

Announcement Posted:

5/15/2025

Responses must be hand delivered or postmarked by:

5/25/2025

Salary Range:

\$66,951 to \$85,138 (Housing Specialist 1); **OR**

\$53,764 (Housing Specialist Trainee 1); **OR**

\$59,994 (Housing Specialist Trainee 2)

Location:

Bureau of Housing Services
40 North Pearl Street
Albany, NY 12243

Grade:

18/NS

of Positions:

2

Candidates Must Meet the Following Qualifications:

NY Helps: This title is part of the New York Hiring for Emergency Limited Placement Statewide program (NY HELPS). For the duration of the NY HELPS Program, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

For Trainee 1: A bachelor's degree or higher.

For Trainee 2: A bachelor's degree or higher and one year of professional experience in a position with responsibility for the planning, development, financing, or administration of housing or housing programs* including one or more of the following duties: Planning, financing or developing housing; community residences; or supported housing for the homeless and/or special needs populations; Developing or monitoring grant proposals and contracts with government agencies, not-for-profit organizations and foundations; Monitoring construction to ensure conformance to State and local building codes, and fire and safety regulations; Management of supported or low-income housing**.

OR

A bachelor's degree or higher and one year of professional experience in a position of responsibility for assisting homeless, low income, and/or special needs individuals or families in obtaining such benefits as housing, education, employment, shelter, counseling, or other supportive service. This experience must be gained through one or a combination of the following duties: Provision of services through direct client contact; Administration and implementation of social services program in a government, not-for-profit, charitable, or faith-based organization.

Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

*" Housing programs" is defined as programs which finance or otherwise assist in the development and/or operation of permanent, transitional, or emergency housing, including licensed, certified, or otherwise regulated shelters.

For the Full Performance Level: A bachelor's degree or higher and one year of professional experience assisting homeless, low-income, and/or special needs individuals or families in obtaining such benefits as housing, education, employment, shelter, counseling, or other supportive services and planning, development, financing, or administration of housing or housing programs* including one or more of the following duties: Planning, financing or developing housing; community residences; or supported housing for the homeless and/or special needs populations; Developing or monitoring grant proposals and contracts with government agencies, not-for-profit organizations and foundations; Monitoring construction to ensure conformance to State and local building codes, and fire and safety regulations; Management of supported or low income housing**.

AND

An additional one year of professional experience in a position of responsibility for assisting homeless, low income, and/or special needs individuals or families in obtaining such benefits as housing, education, employment, shelter, counseling, or other supportive services. This experience must be gained through one or a combination of the following duties: Provision of services through direct client contact; Administration and implementation of social services programs*** in a government, not-for-profit, charitable, or faith-based organization.

* "Housing programs" is defined as programs which finance or otherwise assist in the development and/or operation of permanent, transitional, or emergency housing, including licensed, certified, or otherwise regulated shelters.

** "Supported or low-income housing" is defined as permanent, transitional, or emergency residence or shelter for homeless and/or low-income households which are owned and/or operated by a government, not-for-profit, charitable, or faith-based organization.

*** "Social services programs" is defined as programs that provide services to homeless, low income, special needs individuals, and/or families to assist them in achieving the greatest degree of independence possible.

NOTE: experience as a realtor or real estate agent is not qualifying.

Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov/55b/c-recruitment-resources-center).

COMPETITIVE 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 Albany.

Duties of Position:

Essential duties include:

- Assist in development activities for the creation and preservation of emergency shelters, transitional facilities and permanent housing projects funded through the Homeless Housing and Assistance Program (HHAP).
- Review applications for funding opportunities and make funding recommendations.
- Develop contracts and review and authorize payments.
- Coordinate with other government partners and other divisions within OTDA, as necessary.
- Coordinate and facilitate meetings.
- Monitor grantees - conduct site visits, analyzing service delivery plans and review files.
- Monitor HHAP buildings for health and safety and other physical plant compliance.
- Prepare written reports summarizing results of monitoring.
- Manage the State procurement process, including developing and distributing Requests for Proposals (RFPs) and the subsequent proposal review using the Statewide Financial System (SFS), including the development of Negotiating contracts.

- Provide guidance, technical assistance and training to grantees and/or potential grantees, and other stakeholders.
- Provide assistance and guidance relative to the implementation of the Balance of State Continuum of Care, local district homeless services plans and Legislative Initiatives.
- Assist in developing and implementing policies, rules, regulations, and procedures concerning the Balance of State Continuum of Care, local district homeless services plans and Legislative Initiatives.
- Communicate with counterparts at the federal, state, and local level to identify opportunities for coordination of resources.
- Analyze and implement research evidence-based practices and strategies.
- Develop and issue any ADM or LCM to districts
- Other duties as assigned

Conditions of Employment:

Full-time permanent or contingent permanent appointments will be made. These positions may require up to 30% travel. 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.

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 25-093 when submitting your application.**
- **If submitting electronically, please reference posting 25-093 as part of your subject line.**
- **If you are interested in applying to these positions, 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.