

Temporary Assistance Specialist 2

Announcement Posted:

6/2/2025

Responses must be hand delivered or postmarked by:

6/12/2025

Salary Range:

\$86,681 to \$109,650

Location:

Employment and Income Support Programs

317 Lenox Avenue

New York, NY 10027

Plus \$4,000 Location Pay

Grade:

23

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 Harlem.

Duties of Position:

This full-time Temporary Assistance Specialist 2 position is located in the Metro Downstate Systems Bureau within Employment and Income Support Programs (EISP). This position will be supervised by a Temporary Assistance Specialist 3.

The duties of this position Temporary will include, but are not limited to:

- Supervise staff on the Systems Team responsible for the creation or oversight of the creation and implementation of Workload Management Requests (WLM's);
- Review work submitted by staff ensuring that it identifies detailed findings, actions taken and required corrective actions;

- Provide training and mentoring to new employees;
- Lead and provide assistance as needed with disaster initiatives;
- Systems testing to ensure the accuracy of budgeting methodologies and other systems areas;
- Oversee the implementation of Mass Rebudgets;
- Provide responses to HRA (Human Resources Administration) inquiries;
- Communicate as liaison with internal and external staff regarding Temporary Assistance (TA) program, SNAP, Home Energy Assistance Program (HEAP) CNS, CEM and systems and any issues related to these; and
- Communicate directly with policy staff to ensure systematic changes are in compliance with policy guidance.

Conditions of Employment:

You must be a current New York State employee to apply for this position. A full-time, permanent appointment will be made. These positions may require up to 30% travel to provide technical assistance, conduct management evaluations, and deliver targeted training to local districts and stakeholders. 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 this position. 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 25-105 when submitting your application.**
- **If submitting electronically, please reference posting 25-105 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.