

Disability Analyst 5

Announcement Posted:

12/19/2025

Responses must be hand delivered or postmarked by:

12/29/2025

Salary Range:

\$103,870 to \$131,298

Location:

Division of Disability Determinations
New York City Processing Center
25 Beaver Street
New York, NY 10004

Plus \$4,000 location pay

Grade:

M-2 (Management/Confidential)

of Positions:

1

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for transfer under Section 52.6 or 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 New York City.

Duties of Position:

The duties of this position may include, but will not be limited to, the following:

- Develops and oversees strategies for expanding use of technology and advancing functionality of the Division's case processing systems;
- Plans and directs activities to further efficiency and effectiveness of Division operations;
- Supervise a group of modules responsible for case processing;
- Oversight activities for Divisional quality assurance components;

- Oversight activities for Divisional training components;
- Oversight activities for divisional Medical Review components;
- Supervision of operational components;
- Development and production of program analyses;
- Assist a Program Manager in overseeing the operations of a Divisional Processing Center;
- Plans and coordinates the development and dissemination of new and updated legislation and policy regarding disability programs.

Conditions of Employment:

You must be a current Division of Disability Determinations employee to apply for this position. 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 25-208 when submitting your application.**
- **If submitting electronically, please reference posting 25-208 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. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.