



# Department of Health

ANDREW M. CUOMO  
Governor

HOWARD A. ZUCKER, M.D., J.D.  
Commissioner

LISA J. PINO, M.A., J.D.  
Executive Deputy Commissioner

## **ANNOUNCEMENT OF ANTICIPATED JOB OPPORTUNITY**

### **Open to the public**

<b>TITLE</b>	Health Program Administrator (or Health Program Administrator Trainee 1) (HPA) items 07031 and 24507
<b>SALARY/GRADE</b>	\$42,986 - \$71,980 / Grade 18 (Traineeships are non-statutory, resulting in salary G18 upon completion)
<b>NEGOTIATING UNIT</b>	Professional, Scientific and Technical/05
<b>LOCATION</b>	Center for Community Health Division of Epidemiology <b>Bureau of Surveillance and Data Systems</b> Albany, NY
<b>MINIMUM QUALIFICATIONS</b>	<p><b>Permanent transfer candidates:</b> Current Department of Health (DOH) employee with permanent or contingent-permanent status as a Health Program Administrator (G18); OR current NYS employee with <b>one year</b> or more of permanent or contingent-permanent, competitive service in a title eligible to transfer under <b>Section 52.6</b>, <b>Section 70.1</b>, or <b>Section 70.4</b> of the Civil Service Law to a Health Program Administrator (G18), Health Program Administrator Trainee 1 (NS), or Health Program Administrator Trainee 2 (NS). You may be asked for a Social Security Number to verify your transfer eligibility. For more information on the types of transfers, transfer eligibility criteria, and the current transfer determinations for your title, visit the following website. <a href="https://careermobilityoffice.cs.ny.gov/cmo/gotit/index.cfm">https://careermobilityoffice.cs.ny.gov/cmo/gotit/index.cfm</a>.</p> <p><b>Public candidates:</b> Active list candidate on the New York State Department of Civil Service's Professional Career Opportunities (PCO) eligible list #26-570 with a score of 100 <b>OR</b> qualified 55B/C candidate in possession of a bachelor's or higher degree.</p>
<b>PREFERRED QUALIFICATIONS</b>	The preferred candidate will demonstrate critical thinking and problem-solving skills with an emphasis on the ability to work well in a team and under time pressures. Proficiency in the use of Microsoft Office 365 products. Experience providing user support for computer software applications. Experience developing and conducting training. Excellent organizational and problem-solving skills. Excellent oral and written communication skills for diverse audiences. Ability to work independently and manage multiple and changing priorities in a high-volume work environment
<b>RESPONSIBILITIES</b>	Under the direction of the New York State Immunization Information System (NYSIIS) outreach coordinator, the HPAs will provide technical assistance to NYSIIS users; support users having compliance issues with Public Health Law 2168 (NYSIIS reporting); conduct user acceptance testing of updates to NYSIIS functionality; assist in the development of training materials and curriculum; conduct training sessions and outreach activities; assist with NYSIIS data quality assessments, and collaborate with Vaccine Program staff in the Bureau of Immunization on generating data for quality improvement initiatives,
<b>CONDITIONS OF EMPLOYMENT</b>	Permanent or Contingent-Permanent, full-time. Occasional travel to locations that may not be served by public transportation is required.
<b>APPLICATION PROCEDURE</b>	Submit resume to Human Resources Management Group, <b>C19/07031/2HPA/EPI-BSDS</b> , Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237- 0012, or fax to (518)473-3395, or by email to <a href="mailto:resume@health.ny.gov">resume@health.ny.gov</a> , with <b>Reference Code C19/07031/2HPA/EPI-BSDS</b> included in the subject line. <u>Failure to include the required information in the subject line of your email or fax may result in your resume not being considered for this position.</u> Resumes will be accepted until October 22, 2020.
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