ANNOUNCEMENT OF TRANSFER OPPORTUNITY

Current NYS Employees Only

TITLE
Health Program Administrator 1 – 07066

SALARY/GRADE
$73,284 - $92,693/G23

NEGOTIATING UNIT
Professional, Scientific & Technical / 05

LOCATION
Center for Community Health
Director’s Office, Resource Management Unit
Corning Tower, Empire State Plaza
Albany, New York

MINIMUM QUALIFICATIONS
Current NYS Department of Health (DOH) employee with permanent or contingent-permanent, competitive status as a Health Program Administrator 1 (G23) OR a NYS employee with one year or more of permanent or contingent-permanent, competitive service in a title at or above a (G21) and deemed eligible for transfer to Health Program Administrator 1 (G23) under Section 70.1 or Section 52.6 of the NYS Civil Service Law.

PREFERRED QUALIFICATIONS
Experience with contract management functions, including an understanding of contract budgets, workplans, vendor responsibility, and construction of contract packages; Ability to work in an environment with multiple/rapidly changing and sometimes conflicting priorities; Experience using the Statewide Financial System and/or the Grants Gateway to process claims for payment or facilitate contract administration including report generation and interpretation; In depth understanding of the B1184 process, inclusive of coordination between program plans and DOH budgetary processes; Proficiency with Microsoft Office products (Word, Excel, and SharePoint); Ability to analyze, interpret, and translate fiscal and administrative data for various stakeholders, including senior management; Excellent written and verbal communication skills with a focus on attention to detail, being able to interpret, communicate, and coordinate programmatic and administrative functions amongst programs and senior management; and Ability to work independently as well as with diverse groups of individuals and offices

RESPONSIBILITIES
The Health Program Administrator 1 (HPA1) will be responsible for supervising administrative staff in the Center for Community Health (CCH)-Resource Management Unit (RMU). The incumbent will also assist with the management and coordination of various budgetary and contract management responsibilities for CCH, ensuring coordination across four divisions, senior management, and DOH-Administration, directly overseeing staff managing Legislative Member Items and other contract management functions, as well as other day to day administrative functions within the RMU, including, but not limited to: management of Migrant Health contracts; formulation and management of contracts in response to emergent public health crises; oversight of contract management staff functions for $12.7M of Legislative Member contracts, ensuring adherence to budgetary and programmatic regulations; coordination and implementation of Center-wide travel policies and procedures; coordination of center-wide B1184 processes; assisting with the management of operating budgets for CCH; overall coordination of DOH performance improvement efforts across CCH, working directly with the department’s Performance Improvement Council; creating, coordinating, improving and providing training and technical assistance tools for CCH programs; other administrative and programmatic duties as assigned. This position will also respond to urgent and ad-hoc assignments from CCH senior management

CONDITIONS OF EMPLOYMENT
Permanent, full-time appointment. Occasional travel, including to areas that may not be served by public transportation, may be required (5%). Work schedule -Monday through Friday, 9:00AM to 5:00 PM.

APPLICATION PROCEDURE
Submit resume, preferably in PDF format, to Human Resources Management Group, EGB/HPA1/07066, Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237-0012, or by fax to (518) 473-3395, or by email to resume@health.ny.gov with Reference Code EGB/HPA1/07066 included in the subject line. *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.* Resumes accepted until July 1, 2019.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

PURSUANT TO EXECUTIVE ORDER 161, NO STATE ENTITY, AS DEFINED BY THE EXECUTIVE ORDER, IS PERMITTED TO ASK, OR MANDATE, IN ANY FORM, THAT AN APPLICANT FOR EMPLOYMENT PROVIDE HIS OR HER CURRENT COMPENSATION, OR ANY PRIOR COMPENSATION HISTORY, UNTIL SUCH TIME AS THE APPLICANT IS EXTENDED A CONDITIONAL OFFER OF EMPLOYMENT WITH COMPENSATION. IF SUCH INFORMATION HAS BEEN REQUESTED FROM YOU BEFORE SUCH TIME, PLEASE CONTACT THE GOVERNOR’S OFFICE OF EMPLOYEE RELATIONS AT (518) 474-6988 OR VIA EMAIL AT INFO@GOER.NY.GOV.

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