



# Department of Health

**ANDREW M. CUOMO**  
Governor

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

**SALLY DRESLIN, M.S., R.N.**  
Executive Deputy Commissioner

## **ANNOUNCEMENT OF TRANSFER OPPORTUNITY** **Open to State Employees**

|                                 |  |
|---------------------------------|--|
| <b>TITLE</b>                    | Health Program Investigation Specialist 1 - 22103  |
| <b>SALARY/GRADE</b>             | \$69,603 - \$88,124 / Grade 22 (plus additional \$3,026 location pay)  |
| <b>NEGOTIATING UNIT</b>         | Professional, Scientific and Technical/05  |
| <b>LOCATION</b>                 | Metropolitan Area Regional Office (MARO)<br>Division of Nutrition; Bureau of Special Investigations<br>90 Church Street, New York, New York 10007  |
| <b>MINIMUM QUALIFICATIONS</b>   | <p><b>Transfer:</b> Current Department of Health (DOH) employee with permanent or contingent-permanent service as a Health Program Investigation Specialist 1, G-22 or with one year of permanent or contingent-permanent service as an Investigative Specialist 2 (Professional Conduct), G-23 (formerly titled Supervising Medical Conduct Investigator, G-23).</p> <p><b>Promotion:</b> Current DOH employee with one year permanent or contingent-permanent service as either <b>A.</b> an Investigator 2 or Senior Investigator; <b>Or B.</b> an Investigative Specialist 1, Investigative Specialist 1 (Spanish Language), Investigative Specialist 1 (Narcotics), Investigative Specialist 1 (Narcotics) (Spanish Language), Narcotic Investigator 1, Narcotic Investigator 1 (Spanish Language), Senior Medical Conduct Investigator, or Senior Medical Conduct Investigator (Spanish Language). <u>Candidates applying under this qualification must not have either failed to pass, or failed (if qualified) to apply for, the last examination for this title, #38-127, held on April 21, 2018.</u></p>   |
| <b>PREFERRED QUALIFICATIONS</b> | Excellent communication, organizational and analytical skills. The ability to work independently and prioritize multiple assignments to make the most effective use of time and resources. Experience with Microsoft Word, Excel and Access software and Outlook. Experience in field investigations and a background in criminal justice.   |
| <b>RESPONSIBILITIES</b>         | The Health Program Investigation Specialist I (HPIS 1) is a first line supervisor who will operate under the general supervision of the Deputy Director of the Bureau of Special Investigations (BSI). The incumbent will have the responsibility for the training, administration and coordination of staff investigative case work focused on fraud, abuse, prevention, detection and prosecution related to the programs of the Division of Nutrition. The HPIS 1 will be responsible for the supervision of investigators conducting formula audits on vendors, individuals who wish to participate in the Woman, Infants and Children (WIC) Program, as well as supervision of Compliance Assistants who conduct covert investigations. The managing of all investigations and the supervision of field staff involve highly sensitive and confidential tasks which require the ability to work at a high level of independence. This position represents the Bureau when providing information to WIC staff and contractor staff regarding investigative findings. You would also prepare written reports on the status of cases and personally coordinate and conduct investigations as assigned. |
| <b>CONDITIONS OF EMPLOYMENT</b> | Contingent-permanent, full time. These positions require field work. Extensive overnight travel may be required. Candidates considered for some positions within the Department of Health will be required to possess a valid driver's license at the time of appointment and continuously thereafter. <b><u>If three or fewer NYS DOH promotional candidates respond to this notice, the agency may, at its discretion, nominate a qualified employee for non-competitive promotion under the provisions of Section 52.7 of the Civil Service Law. Employees must have one year or more of permanent or contingent-permanent, competitive service as listed above. In addition, the agency, also at its discretion, has the option under Section 52.7 of the Civil Service Law to consider only candidates qualifying under promotion qualification "A" described above. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.</u></b>  |
| <b>APPLICATION PROCEDURE</b>    | Submit cover letter and resume, preferably in PDF format, to Human Resources Management Group, <b>JB/HPIS1/22103</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 JB/HPIS1/22103</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 March 26, 2019.   |

Issued: March 3, 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](mailto:INFO@GOER.NY.GOV).