



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 STATE EMPLOYEES ONLY**

TITLE	Health Program Administrator 1 – item #22886
SALARY/GRADE	\$73,284 - \$92,693 / Grade 23
NEGOTIATING UNIT	Professional, Scientific and Technical/05
LOCATION	Center for Community Health Division of Epidemiology Bureau of Immunization Albany, NY
MINIMUM QUALIFICATIONS	Current Department of Health (DOH) employee with permanent or contingent-permanent competitive status as a Health Program Administrator 1 (G23); OR current NYS employee with one year or more of permanent or contingent-permanent, competitive service in a title at or above G21 and eligible to transfer under Section 52.6 or Section 70.1 of the Civil Service Law to a Health Program Administrator 1 (G23).
PREFERRED QUALIFICATIONS	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. 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.
RESPONSIBILITIES	The Health Program Administrator 1 (HPA1) will serve as the vaccine outreach coordinator. Once a vaccine against the circulating pandemic virus strain becomes available, outreach related to its distribution and delivery will be a major focus of pandemic response efforts. Responsibilities include identifying and conducting outreach to providers not currently enrolled in the Vaccine Program that serve high risk groups (hospitals, pharmacies, adult providers, long term care facilities) to ensure statewide pandemic vaccine coverage; soliciting contact information from providers and provider groups interested in administering pandemic vaccine; developing and/or updating and distributing recorded trainings and guidance documents for health care providers on topics such as enrollment, ordering, storage and handling, transport, and recording vaccine usage; and supervision of staff.
CONDITIONS OF EMPLOYMENT	Permanent or Contingent-Permanent, full-time. Occasional travel to locations that may not be served by public transportation is required.
APPLICATION PROCEDURE	Submit resume to Human Resources Management Group, C19/22886/HPA1/EPI-IMM Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237- 0012, or fax to (518)473-3395, or by email to resume@health.ny.gov , with Reference Code C19/22886/HPA1/EPI-IMM 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.

Issued-October 6, 2020

