



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

TITLE	Program Aide - 45479
SALARY/GRADE	\$45,159 - \$55,008 / Grade 13 (plus additional \$3,026 location pay)
NEGOTIATING UNIT	CSEA/02
LOCATION	Metropolitan Area Regional Office (MARO) Division of Nutrition (DON); Child and Adult Care Food Program (CACFP) 90 Church Street, New York, New York 10007
MINIMUM QUALIFICATIONS	Current New York State employee with one year of permanent or contingent-permanent service as an Administrative Aide (G-13), Agency Program Aide (G-13) or Program Aide (G-13); or one year of permanent or contingent-permanent service in a title allocated to G-11 or above eligible for transfer under Section 70.1 of the Civil Service Law.
PREFERRED QUALIFICATIONS	Strong interpersonal, written and verbal skills, experience with Word, other Microsoft Office programs, Outlook. Experience with child and adult daycare programs, food production records and menus, food safety and sanitation.
RESPONSIBILITIES	As a Program Aide in the MARO DON Child and Adult Care Food Program, you will be working in a team environment. You will be responsible for assisting the Public Health Nutritionist in the evaluation and reporting of the quality of nutrition services, and general program compliance, in accordance with Federal and State regulations. Also, each position will be responsible for providing technical assistance and training to onsite groups.
CONDITIONS OF EMPLOYMENT	Permanent, full-time appointment: Occasional statewide travel, including overnights and travel to areas that may not be served by public transportation is required.
APPLICATION PROCEDURE	Submit cover letter and resume, preferably in PDF format, to Human Resources Management Group, JB/PA/45479 , 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 JB/PA/45479 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.