



# 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

<b>TITLE</b>	Health Program Administrator - 46182
<b>SALARY/GRADE</b>	\$52,293 - \$66,494 / Grade 18
<b>NEGOTIATING UNIT</b>	Professional, Scientific and Technical/05
<b>LOCATION</b>	Office of Primary Care and Health Systems Management Division of Nursing Homes and ICF/IID Surveillance 875 Central Avenue Albany, NY 12206
<b>MINIMUM QUALIFICATIONS</b>	Department of Health employee with permanent or contingent-permanent status as a Health Program Administrator, G-18; <b>OR</b> New York State employee with one year of permanent or contingent-permanent service in a Grade 18 title eligible for transfer to Health Program Administrator under Section 52.6 or 70.1 of the Civil Service Law; <b>OR</b> current New York State employee with one year of permanent or contingent-permanent service in a qualified title and eligible for transfer to Health Program Administrator Trainee under Section 70.1 or 52.6 of the Civil Service Law; <b>OR</b> current New York State employee with one year of permanent or contingent-permanent service in a title G-11 or above, possessing a Bachelor's degree and eligible to transfer to Health Program Administrator Trainee under section 70.4 of the Civil Service Law.
<b>PREFERRED QUALIFICATIONS</b>	Experience reviewing applications for nursing home administrator licensure; ability to analyze information; excellent written and verbal communication skills; excellent organizational skills and able to prioritize multiple assignments and to work cooperatively in a team based setting; the ability to use Microsoft Word and Excel applications and other database applications and resources.
<b>RESPONSIBILITIES</b>	The Health Program Administrator (HPA) working in the Bureau of Professional Credentialing will assist with review and approval of applicants for NYS Nursing Home Administrator licensure; interpret program guidelines and regulations; respond to routine correspondence and inquiries daily; provide customer service to administrators, applicants and facilities; assist in biennial re-registration of licensees; review and process initial registration of new licensees; maintain the Nursing Home Administrator database; serve as support to the Board of Examiners of Nursing Home Administrators; review and approve Personal Care Aide Training Programs; and assist with special projects as needed.
<b>CONDITIONS OF EMPLOYMENT</b>	Permanent, full-time.
<b>APPLICATION PROCEDURE</b>	Submit resume to Human Resources Management Group, <b>CB/HPA/46182</b> Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237- 0012, or by fax to (518) 473-3395, or by email to <a href="mailto:resume@health.ny.gov">resume@health.ny.gov</a> , <b>with Reference Code CB/HPA/46182 included in the subject line.</b> <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 accepted until position is filled.

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

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