ANNOUNCEMENT OF TRANSFER OPPORTUNITY
CURRENT NYS EMPLOYEES ONLY

TITLE
Program Aide - 47606

SALARY/GRADE
$46,062 - $56,107 / G-13

NEGOTIATING UNIT
Administrative Services Unit (02)

LOCATION
Wadsworth Center
The Physician Office Laboratory Evaluation Program (POLEP)
1450 Western Ave
Albany, NY

MINIMUM QUALIFICATIONS
Current New York State employee with one year of permanent or contingent-permanent service as a 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
Proficient computer skills including spreadsheet, database, presentation, and word processing software. Strong analytical, organizational, writing and proofreading skills. The ability to work in a fast-paced environment in a professional manner; manage multiple activities and meet deadlines; and the ability to work independently and as part of a team.

RESPONSIBILITIES
This position is assigned to the Physician Office Laboratory Evaluation Program (POLEP) which oversees clinical laboratories operated in a physician office setting. The program ensures that physician office laboratories (POLs) are following regulatory requirements established by the Federal Center for Medicaid/Medicare Services (CMS). The incumbent will perform analyses of documents submitted by POLs to determine if specific criteria are being met; based on analysis communicate and make recommendations to program director; compile and analyze data to generate monthly, quarterly and annual reports to determine if the program is meeting the performance criteria established by CMS; as well as other miscellaneous duties as assigned.

CONDITIONS OF EMPLOYMENT
Permanent, full-time appointment. Dependent upon the initial assignment or subsequent reassignment of this position, a satisfactory background check may be required.

APPLICATION PROCEDURE
If you are a current New York State employee: Submit resume, preferably in PDF format, to Human Resources Management Group, PM/47606/PA, Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237-0012, or by email to resume@health.ny.gov, or by fax to (518) 473-3395 with a subject line PM/47606/PA. Application deadline March 31, 2020.

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER

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. IF SUCH INFORMATION HAS BEEN REQUESTED FROM YOU, PLEASE CONTACT THE GOVERNOR’S OFFICE OF EMPLOYEE RELATIONS AT (518) 474-6988 OR VIA EMAIL AT INFO@GOER.NY.GOV

Issued: March 3, 2020