



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 JOB OPPORTUNITY

TITLE	Health Program Administrator - 51117
SALARY/ GRADE	\$42,986 - \$71,980, SG-18 (Traineeships are non-statutory, and result in a salary grade 18 upon completion)
NEGOTIATING UNIT	Professional, Scientific & Technical / 05
LOCATION	Office of Primary Care & Health Systems Management Center for Health Care Provider Services and Oversight Division of Adult Care Facilities Central Office, 875 Central Ave Albany, NY 12206
MINIMUM QUALIFICATIONS	<p>Permanent transfer candidates: Current Department of Health (DOH) employee with permanent or contingent-permanent status as a Health Program Administrator (G18); OR current NYS employee with one year or more of permanent or contingent-permanent, competitive service in a title eligible to transfer under Section 52.6, Section 70.1, or Section 70.4 of the Civil Service Law to a Health Program Administrator (G18), Health Program Administrator Trainee 1 (NS), or Health Program Administrator Trainee 2 (NS). You may be asked for a Social Security Number to verify your transfer eligibility. For more information on the types of transfers, transfer eligibility criteria, and the current transfer determinations for your title, visit the following website. https://careermobilityoffice.cs.ny.gov/cmo/gotit/index.cfm</p> <p>Public candidates: Active list candidate on the New York State Department of Civil Service's Professional Career Opportunities (PCO) eligible list #26-240 with a score of 100.0 or higher OR qualified 55 B/C candidate in possession of a Bachelor's degree or higher.</p>
PREFERRED QUALIFICATIONS	Must have strong interpersonal, problem solving, decision-making and time management skills and the ability to communicate effectively with all internal and external stakeholders. In addition, the ideal Candidate must have excellent writing and editing skills and be able to effectively interpret laws and regulations governing adult care and assisted living facilities in New York State.
RESPONSIBILITIES	Manage a caseload of Adult Care Facility (ACF) Certificate of Need (CON) applications throughout the Part 1 Central Office review and approval process, including all programmatic components of the review. This will require extensive communication with applicants or their representatives (consultants, attorneys, board members), as well as with Regional Office ACF staff. Additionally, the incumbent will be responsible to review grant applications and process resulting assisted living program (ALP) expansion applications.
CONDITIONS OF EMPLOYMENT	Contingent-Permanent, Full-time. Occasional Statewide travel, including overnights and travel to areas that may not be served by public transportation, may be required.
APPLICATION PROCEDURE	Submit resume, preferably in PDF format, to Human Resources Management Group, BL/HPA/51117 , 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 BL/HPA/51117 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 May 24, 2019.

Issued:
May 10, 2019

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, 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