



# 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 OPORUNITY

<b>TITLE</b>	Program Research Specialist 2 - 59546
<b>SALARY/GRADE</b>	\$52,293 - \$66,494/Grade 18
<b>NEGOTIATING UNIT</b>	Professional, Scientific & Technical/05
<b>LOCATION</b>	Office of Primary Care and Health Systems Management Office of Professional Medical Conduct Riverview Center, 150 Broadway Albany, NY
<b>MINIMUM QUALIFICATIONS</b>	Current Department of Health employee with permanent or contingent-permanent status as a Program Research Specialist 2 OR current New York State employee with one year of permanent or contingent-permanent service as a Program Research Specialist 2 or in a position allocated to a G-16 or higher and eligible for transfer under Section 52.6 of the Civil Service Law.
<b>PREFERRED QUALIFICATIONS</b>	Strong attention to detail; Proficient with Standard Query Language (SQL), Crystal Reports and SAS data analysis software; expertise with the medical conduct process and medical malpractice; strong written and verbal communication, interpersonal and analytical skills and adept at integrating information from multiple data sources into one written report or tabulation.
<b>RESPONSIBILITIES</b>	The Program Research Specialist 2 will answer daily correspondence from data reporters regarding the Medical Malpractice Data Collection System (MMDCS); prepare and send monthly data extracts of closed claims and the semi-annual error reports on claims for all reporting entities; work with insurance companies, hospitals and reporters to identify administrators, coordinators and reporting staff for the Health Commerce System (HCS) and MMDCS; train new reporters on how to enter data; manage list of current reporting system issues and obstacles and recommend changes and suggestions for improving the MMDCS; assist in the redesign of the data system; respond to data requests from MMDCS reporters, OPMC Management, Department of Financial Services (DFS) and others; attend and participate in meetings with the Department of Financial Services, insurance companies and other relevant stakeholders regarding the MMDCS; and assist Central Office and Regional Office staff with additional duties as necessary.
<b>CONDITIONS OF EMPLOYMENT</b>	Permanent, full-time.
<b>APPLICATION PROCEDURE</b>	Submit resume, preferably in PDF format, to Human Resources Management Group, <b>CB/PRS2/59546</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/PRS2/59546 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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