



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 **CURRENT NYS EMPLOYEES ONLY**

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| TITLE | Health Systems Specialist 1 - 61803 & 61810 (2 positions) |
| SALARY/ GRADE | \$56,604 - \$71,980 / G18 |
| NEGOTIATING UNIT | Professional, Scientific and Technical/05 |
| LOCATION | Office of Primary Care and Health Systems Management (OPCHSM) Medical Marijuana Program Bureau of Narcotic Enforcement 150 Broadway, Riverview Building Menands (Albany), NY 12204 |
| MINIMUM QUALIFICATIONS | Current Department of Health employee with permanent or contingent-permanent competitive status as a Health Systems Specialist 1, G-18 OR New York State Employee with one year or more of permanent or contingent permanent service as a Health Program Administrator, Medical Assistance Specialist 1, Management Specialist 1, Management Specialist 1 (SL) or Standards Compliance Analyst 1 (DD) and eligible for transfer under Section 70.1 of the Civil Service Law. |
| PREFERRED QUALIFICATIONS | Ability to interface with internal and external stakeholders; proficient in the use of Microsoft Access, Excel, PowerPoint and Word. Strong organizational, written and verbal communication skills. The applicant must be able to work independently and with a cross-functional, multi-disciplinary team. Ability to manage multiple tasks and priorities. Ability to formulate program recommendations based upon data analysis. Experience with the supervision of staff. |
| RESPONSIBILITIES | Work with the New York State Medical Cannabis Program and analyze data to evaluate the program impact and adherence to regulations by registered practitioners, certified patients, designated caregivers and licensed cannabis entities. Conduct inspections of licensed cannabis entities. Review documents received from licensed cannabis entities. Monitor compliance of licensed cannabis entities with all applicable laws, regulations, policies and procedures. Provide verbal and written communications to internal and external stakeholders, including practitioners, patients and licensed cannabis entities to ensure compliance with the Medical Cannabis Program. Create and update programmatic guidance related to inspections and regulations. Utilize programmatic systems to assist patients and practitioners with registration, monitor compliance, and analyze data. Make recommendations for enhancements to the program based upon data analysis and review of best practices. |
| CONDITIONS OF EMPLOYMENT | Contingent - Permanent, full-time. May require routine travel, including travel to areas that may not be served by public transportation. |
| APPLICATION PROCEDURE | Submit resume, preferably in PDF format, to Human Resources Management Group, BL/HSS1/61803 , 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/HSS1/61803 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 April 5, 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

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