



# 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>	Secretary 1 - 82628
<b>SALARY/ SALARY GRADE</b>	\$36,396 - \$45,844 Grade 11
<b>NEGOTIATING UNIT</b>	Managerial/Confidential (06)
<b>LOCATION</b>	Office of Primary Care and Health Systems Management Center for Health Care Facility Planning, Licensure and Finance Director's Office Empire State Plaza, Corning Tower Albany, NY
<b>MINIMUM QUALIFICATIONS</b>	Current New York State Department of Health employee with permanent or contingent-permanent competitive status as a Secretary 1 (G-11) OR a New York State employee with one year or more of permanent or contingent-permanent competitive service as a Secretary 1 (G-11) or in a title at or above a G-9 and eligible for transfer under Section 70.1 of the Civil Service Law. (Successful completion of a keyboarding performance test may be required.)
<b>PREFERRED QUALIFICATIONS</b>	Strong verbal communications skills. Ability to handle multiple tasks. Familiarity with handling complex meeting schedules and scheduling meetings. Good organizational skills. Experience with SFS.
<b>RESPONSIBILITIES</b>	The incumbent will provide direct assistance to the Division Directors. Duties will involve the management of Directors' calendars and scheduling meetings with health care providers, consultants and other stakeholders, as well as internal meetings with Department staff. The incumbent will also manage written and telephone communications for the Directors, directing phone calls and correspondence to appropriate responders. The incumbent will work in SFS on a variety of purchase/budget related tasks. Supervision of support staff/temps.
<b>CONDITIONS OF EMPLOYMENT</b>	Permanent, competitive, full-time.
<b>APPLICATION PROCEDURE</b>	Submit resume, preferably in PDF format, to Human Resources Management Group, <b>CB/SEC1/82628</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/SEC1/82628 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 the position is filled.

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

Issued: 4/8/2016