NEW YORK STATE OF OPPORTUNITY. | 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

TITLE	Agency Program Aide - 82629
SALARY/ SALARY GRADE	$42,555 - $51,830 Grade 13
NEGOTIATING UNIT	CSEA Administrative Services (02)
LOCATION	Office of Primary Care and Health Systems Management Center for Health Care Facility Planning, Licensure and Finance Corning Tower, ESP Albany, NY
MINIMUM QUALIFICATIONS	Current Department of Health employee with permanent or contingent-permanent status as an Agency Program Aide (G-13) OR a New York State employee with one year or more of permanent or contingent-permanent competitive service as an Agency Program Aide, G-13 or in a title at or above a G-11 and eligible for transfer under Section 70.1 of the Civil Service Law.
PREFERRED QUALIFICATIONS	Ability to handle multiple tasks and meet multiple deadlines. Good interpersonal relations. Ability to work independently. Good organizational and proofreading skills. Experience with Inter Trac, SFS, and File Net.
RESPONSIBILITIES	The Agency Program Aide will report to the Health Program Administrator and provide support for the Center's Administrative functions. Duties will include: assist with Personnel functions such as canvassing Civil Service eligible lists, coordinating and scheduling interviews, and preparing recruitment packages and other related documents; prepare information for onboarding of new employees to the office, which may include completing forms for ID badges, submitting help-desk tickets for PC accounts, setting up equipment such as telephones, etc.; and assist with purchase-related work which will include weekly tracking in Excel, reviewing and approving invoices in File Net for payment, and performing research work in the Statewide Financial System (SFS) to monitor budget and/or Purchase Order data. This position will assist the Health Program Administrator with cyclical tasks such as Internal Controls. The incumbent will assist the Secretary 2 with Executive Correspondence (ECU's).
CONDITIONS OF EMPLOYMENT	Permanent, competitive, full-time.
APPLICATION PROCEDURE	Submit resume, preferably in PDF format, to Human Resources Management Group, **CB/APA/82629** Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237- 0012, or by fax to (518) 473-3395, or by email to resume@health.ny.gov, **with Reference Code CB/APA/82629 included in the subject line.** 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. 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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