



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 ANTICIPATED TRANSFER OPPORTUNITY **Current NYS Employees Only**

TITLE	Health Program Administrator 1 –82661
SALARY/GRADE	\$73,284 - \$92,693/G23
NEGOTIATING UNIT	Professional, Scientific & Technical / 05
LOCATION	Western Region Rochester Office NYS Special Supplemental Nutrition Program for Women, Infants and Children (WIC). 584 Delaware Avenue, Buffalo, NY 14202
MINIMUM QUALIFICATIONS	Current NYS Department of Health (DOH) employee with permanent or contingent-permanent, competitive status as a Health Program Administrator 1 (G23) OR a NYS employee with one year or more of permanent or contingent-permanent, competitive service in a title at or above a (G21) and deemed eligible for transfer to Health Program Administrator 1 (G23) under Section 70.1 or Section 52.6 of the NYS Civil Service Law.
PREFERRED QUALIFICATIONS	The preferred candidate would have experience with the Statewide Financial System, contract management, administration of a large Federal grant, development and implementation of program policies and procedures, strong data collection and analytical skills, experience in the administration and operation of health programs, and knowledge of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Program state and federal regulations. Excellent communication and organizational skills, and prior supervisory experience are desired.
RESPONSIBILITIES	Conducts all contract management activities related to WIC Local Agency budgets in the Western Region, including provision of technical assistance and review and approval of yearly budgets, monthly reports of expenditures, budget modifications and use of funding. Conducts regular on-site fiscal audits. Maintains up to date fiscal information in various MIS systems. Compiles and analyzes WIC Program Data for strategic program initiatives. Prepares reports, correspondence and other documents related to program functions. This position provides direct supervision and leadership to staff who perform supportive work of the WIC Program in the region.
CONDITIONS OF EMPLOYMENT	Permanent or contingent-permanent, full-time appointment. 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, EGB/HPA1/82661 , 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 EGB/HPA1/82661 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 accepted until April 8, 2019.

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

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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