ANNOUNCEMENT OF JOB OPPORTUNITY
Open to the public

TITLE
Health Program Administrator (or Health Program Administrator Trainee 1) - 22158

SALARY/GRADE
$42,986 - $71,980 / Grade 18 (Traineeships are non-statutory, resulting in salary G18 upon completion)

NEGOTIATING UNIT
Professional, Scientific and Technical/05

LOCATION
Division of Nutrition
Bureau of Supplemental Food Programs
150 Broadway, 6th Floor
Albany, NY 12204

MINIMUM QUALIFICATIONS
Permanent transfer candidates: Current Department of Health (DOH) employee with permanent or contingent-permanent status as a Health Program Administrator (G18); OR current NYS employee with one year or more of permanent or contingent-permanent, competitive service in a title eligible to transfer under Section 52.6, Section 70.1, or Section 70.4 of the Civil Service Law to a Health Program Administrator (G18), Health Program Administrator Trainee 1 (NS), or Health Program Administrator Trainee 2 (NS). You may be asked for a Social Security Number to verify your transfer eligibility. For more information on the types of transfers, transfer eligibility criteria, and the current transfer determinations for your title, visit the following website. https://careermobilityoffice.cs.ny.gov/cmo/gotit/index.cfm.

Public candidates: Active list candidate on the New York State Department of Civil Service’s Professional Career Opportunities (PCO) eligible list #26-570 with a score of 100 or higher OR qualified 55B/C candidate in possession of a Bachelor’s or higher degree.

PREFERRED QUALIFICATIONS
The preferred candidate would have progressively responsible professional work experience in the administrative support of a large, multi-faceted public health program with excellent communication, analytical, computer and organizational skills. Ability to work independently and handle multiple priorities. Supervisory experience.

RESPONSIBILITIES
This Health Program Administrator (HPA) position is located in the Bureau of Supplemental Food Programs Fiscal Management Section (FMS). The FMS is responsible for the fiscal oversight and management of the New York State (NYS) Special Supplemental Nutrition Program for Women, Infants and Children (WIC). Currently, the NYS WIC program serves a monthly caseload of approximately 400,000 participants through 90 local WIC agency contracts valued at $134 million. The incumbent will be part of the financial management team responsible for the Bureau’s purchasing and procurement. The HPA will work with the FMS team and programmatic subject matter experts to draft and manage multiple procurements including: Requests for Applications, Requests for Proposals, Information for Bids, Requests for Information, Purchase Requisitions, VISA Requests, preparing B-1184, and contract management. In addition, the incumbent will work in the Statewide Financial System to monitor program spending and provide information to management as needed.

CONDITIONS OF EMPLOYMENT
Contingent-permanent, full-time. Occasional day travel, including travel to areas that may not be served by public transportation is required.

APPLICATION PROCEDURE
Submit resume to Human Resources Management Group, JB/HPA/22158 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 JB/HPA/22158 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 will be accepted until August 27, 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.
Issued: August 9, 2019