ANNOUNCEMENT OF TRANSFER OPPORTUNITY
CURRENT NYS EMPLOYEES ONLY

TITLE Health Program Administrator 3 – 51134
SALARY/GRADE $90,375 - $111,316 / Grade 27
NEGOTIATING UNIT Professional, Scientific and Technical/05
LOCATION Office of Primary Care and Health Systems Management Center for Health Care Facility Planning, Licensure and Finance Division of Planning and Licensure Corning Tower, Empire State Plaza, Albany, NY

MINIMUM QUALIFICATIONS Current NYS Department of Health employee with permanent or contingent-permanent, competitive status as a Health Program Administrator 3, G-27 OR a NYS employee with one year or more of permanent or contingent-permanent, competitive service in a title at or above a G-25 and deemed eligible for transfer under Section 70.1 or Section 52.6 of the NYS Civil Service Law.

PREFERRED QUALIFICATIONS Experience in statistical projections and analysis; skill in Excel and SAS; ability to work with large data sets; familiarity with health planning, Certificate of Need (CON), mapping, demographics, institutional cost reports and the regulatory process.

RESPONSIBILITIES The Health Program Administrator 3 will serve as the Director of the Bureau of Public Need Review (Bureau). The Bureau reviews CON applications for the establishment, construction and renovation of hospitals, nursing homes, diagnostic and treatment centers and other health care facilities to determine public need as prescribed by need methodologies delineated in 10 NYCRR Part 709. The Bureau also analyzes trends in the utilization of health care services, the emergence of new medical technologies, and other developments pertaining to public need and health planning. The Health Program Administrator 3 will be responsible for the calculation of projected need in various service areas and maintain projections for use in need reviews. The Health Program Administrator 3 will periodically participate in special projects to furnish data and policy recommendations to Division and Department of Health executive staff and the Public Health and Health Planning Council for health care reform efforts, Medicaid Redesign, and other intradepartmental activities. In addition to the routine duties of the Bureau, the Health Program Administrator 3 will be tasked with compiling regulatory packages for the various need methodologies that are slated to be updated in the coming year.

CONDITIONS OF EMPLOYMENT Permanent, Full-time.

APPLICATION PROCEDURE Submit resume to Human Resources Management Group, DB/HPA3/51134, 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 DB/HPA3/51134 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 September 20, 2019.

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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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Empire State Plaza, Corning Tower, Albany, NY 12237 | health.ny.gov