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| New Postings ~ March 2, 2017 | |  |  |  |
| **Agency** | **Position** | **Position Requirements** | **Projected Salary** | **Expiration Date** |
| **Alcoholic Beverage Control, NYS Division** | **Office Assistant 1 – Hourly Location: Albany** | **Minimum Qualifications:** There are no education or experience requirements.   Applicants who are currently 55b/c eligible are encouraged to apply for this position.   **Duties:** • Answering telephone calls in the agency’s call center, this position requires a pleasant and courteous phone manner; knowledge of computers is a must as most questions are answered by referring to various agency systems and online tools.  • Other office duties to be performed include scanning, coding, filing, data entry, setting of appointments, providing callers with copies of documents via e-mail etc. • Candidates may be required to assist customers at the reception window by answering questions and issuing licenses and permits. | $13.82 per hour | **3/16/2017** |
| **Children and Family Services, Office of (OCFS)** | **Youth Division Aide 3, (Hourly) Location: Industry Residential Center   375 Rush-Scottsville Road Rush, NY 12543  Monroe County** | **Minimum Qualifications:** Two years full-time experience\* in the care and programming of youth\*\* under 21 years of age;   OR two years of full-time experience\* in the care, programming and/or secure custody of residential clients in a health care, mental hygiene or correctional institutional setting;  OR an Associate’s degree AND six months experience as described above\*;   OR a Bachelor’s degree;   OR a satisfactory equivalent combination of the above education and experience requirements;   OR a high school graduation or equivalency diploma AND one year of experience\*   \*Appropriate verifiable part-time experience will be accepted on a prorated basis.  \*\*Direct-care experience with youth involved in the juvenile justice system or in an institution, camp, school, community center, youth rehabilitation program or residential center. | $19.24/hour | **3/29/2017** |
| **Children and Family Services, Office of (OCFS)** | **Maintenance Supervisor 1 Location: Goshen Secure Center    97 Cross Road Goshen, NY 12553  Orange County** | **Minimum Qualifications:** One year of experience as a skilled tradesperson with appropriate experience which will vary based on the assigned responsibilities in the mechanical, electrical, building or other trades subsequent to the completion of an apprenticeship or equivalent training and experience. **Duties:** Supervise and coordinate the activities of skilled trades employees and other workers engaged in a variety of mechanical, electrical and building maintenance activities.  Perform tasks in a variety of the trades. Additional duties will be discussed in detail during the interview. | $45,018 | **3/16/2017** |
| **Children and Family Services, Office of (OCFS)** | **Laborer Location: Capital View Office Park-Office of Management Services   52 Washington Street Rensselaer, NY 12144  Rensselaer County** | **Minimum Qualifications:**  Physically able to perform the duties assigned.  Possession of a valid New York State driver's license may be required. 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. | $28,865 | **3/16/2017** |
| **Children and Family Services, Office of (OCFS)** | **Youth Division Aide 4 Hourly Location: Brookwood Secure Center    419 Spookrock Road Claverack, NY 12513  Columbia County** | **Minimum Qualifications:**  Two years full-time experience\* in the care and programming of youth\*\* under 21 years of age;   OR two years of full-time experience\* in the care, programming and/or secure custody of residential clients in a health care, mental hygiene or correctional institutional setting;   OR an Associate’s degree AND six months experience as described above\*;   OR a Bachelor’s degree;   OR a satisfactory equivalent combination of the above education and experience requirements;   OR a high school graduation or equivalency diploma AND one year of experience\*  Additionally, all candidates must meet physical and medical standards established for this title, as determined by a strength and agility test and medical examination.  \*Appropriate verifiable part-time experience will be accepted on a prorated basis.  \*Direct care experience with youth involved in the juvenile justice system or in an institution, camp, school, community center, youth rehabilitation program, or residential center.  Satisfactory completion of the probation period must include possession of a valid motor vehicle operator’s license and the ability to operate a motor vehicle legally in New York State. | $21.56/hour | **3/16/2017** |
| **Civil Service, Department of** | **Project Assistant Location: Albany** | **Minimum Qualifications:**  Bachelor’s degree in government, public administration, public policy, political science, or closely related field. Master’s degree preferred. The successful candidate must have strong analytical, office systems, and oral/written communication, and interpersonal skills. JOB DESCRIPTION: Reporting to a Team Leader, the incumbent will assist in a number of initiatives that the Division of Classification & Compensation is undertaking. These projects include the feasibility of introducing broadband classification in selected agencies, Civil Service Initiative (title consolidation), and implementation of phases 2 and 3 of Workforce Analytics. Specific duties will include:  Conducting literature review on broadband classification, documenting findings, and preparing recommendations for implementing a pilot in selected agencies; assisting in gathering requirements for Workforce Analytics by communicating with users; participating in assessing training needs; developing training material; and delivering training through various channels; identifying and gathering information on titles, duties descriptions, and minimum qualifications as part of the title consolidation effort; assisting in drafting reports and other informational material for management by gathering information and authoring portions of the documents. | **$51,905** | **3/16/2017** |
| **Dormitory Authority, (DASNY)** | **Accountant II Location: Albany** | **MINIMUM QUALIFICATIONS:** Bachelor’s degree and two years of relevant experience. **Preferred Qualifications** Bachelor’s degree in Accounting, Finance, Business Administration or related field and a minimum of two years’ experience as an Accountant in Accounts Payable. **Essential Skills** § Basic knowledge of accounting principles. § Excellent mathematical skills. § Demonstrated analytical and conceptual skills. § Proficiency in PC applications such as Outlook, Excel, Word and Access. § Excellent oral and written communications skills. § Demonstrated organizational skills and ability to prioritize. § Demonstrated ability to work independently and exercise sound judgment. § Demonstrated accuracy and attention to detail. | **$48,696** | **3/14/2017** |
| **Dormitory Authority, (DASNY)** | **Sr. Systems Specialist Location: NYC** | **MINIMUM QUALIFICATIONS:** Bachelor's degree plus three years relevant desktop, network, server administration, or telecommunications experience, or Associate's degree plus six years relevant desktop, network, server administration or telecommunications experience. **Preferred Qualifications** Bachelor's degree in Computer Science plus three years relevant experience. Desktop knowledge and experience as described below: · Knowledge of Windows 10, Office 365/2016, including Exchange administration, and SharePoint. · Extensive knowledge of PCs, printers, networking equipment, mobile devices (smart phones, tablets). · Demonstrated ability to document installation and usage instructions, as well as process flows. **Essential Skills** · Advanced knowledge of PC hardware and imaging PC's. · Advanced network skills. · Excellent oral and written communications skills. · Demonstrated analytical, conceptual and problem solving skills. · Demonstrated ability to work independently and exercise sound judgment. · Demonstrated organizational skills and ability to prioritize. | **$57,927** | **3/15/2017** |
| **Justice Center** | **Advocacy Specialist 3, Location: Delmar** | **Minimum Qualifications:**  Candidates must have a Bachelor's degree in a human services field AND three years’ experience as an advocate or service provider in the field of rehabilitation, developmental disabilities or mental health OR a Master's degree in a human services field AND two years’ of experience as an advocate or service provider in the field of rehabilitation, developmental disabilities or mental health.  The preferred candidate will be an individual with at least three years of experience working with people with various types of disabilities in a variety of settings, experience working in disability rights, inter-governmental and community relations and cross systems collaborations and experience developing and delivering presentations and training. | **$69,057** | **3/16/2017** |
| **Mental Health Office of** | **General Mechanic  Location: Cook Chill Production Center Orangeburg, New York** | **Minimum Qualifications:** This is a non-competitive class position. Candidates must have four years of full-time experience in a trade under a skilled journey-level position which would provide training equivalent to that given in an apprenticeship program. Apprentice training in a trade or training gained by the completion of technical courses in a trade at a school or institute may be substituted for the above experience on a year-for-year basis. Strong candidates will have experience in refrigeration, electric and electrical controls, pneumatics, process control and materials handling. Candidates must have the ability to work in refrigerated or freezer conditions for extended periods of time, and to work at heights above six feet on ladders, scaffolds, catwalks and confined attic spaces. | **$43,198** | **3/16/2017** |
| **Military and Naval Affairs, Division of** | **Maintenance Assistant Posting #17-09 Location: New York State Armory - Buffalo – Conn St - number of vacancies – 1 New York State Armory – Youngstown – number of vacancies - 1 New York State Armory - Lockport - number of vacancies – 1 New York State Armory – Lexington Ave - number of vacancies - 1 New York State Armory – Staten Island - number of vacancies - 1 New York State Armory - Ronkonkoma - number of vacancies - 2 New York State Armory – Camp Smith - number of vacancies - 2 New York State Armory – Syracuse – Thompson Rd - number of vacancies - 1** | **MINIMUM QUALIFICATIONS:** Two years of experience in maintenance or mechanical work under the supervision of a skilled trades worker or other appropriate supervisor and demonstrated ability to perform the requirements of the position; OR Completion of an appropriate two-year technical school.\* AND Must possess a valid driver's license to operate a motor vehicle in the State of New York. May be required to acquire and maintain a military driver’s license to operate military vehicles and equipment in accordance with NGB standards to include medical evaluation requirements – current and as amended. Must be at least 18 years of age. Must be able to read and write in English. Ability to work comfortably at heights such as climbing ladders, working on scaffolds, platforms and lifts. Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs). Ability to work in confined spaces in accordance with requirements. Ability to work outside in various temperatures and inclement weather for extended periods of time. Must be able to operate and maintain tools, machinery and equipment required for craft to which assigned. In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required. \* Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate direct relevance to the job duties noted above. Preferred Qualifications: High School Graduate or GED equivalent and college level credits. Supervisory experience. Expertise or certification in a trade and/or a proven record of working on complex construction or maintenance assignments. At all times, the employee MUST maintain minimum standards in accordance with current statutes, agency requirements and directives. Failure to do so will subject the individual to disciplinary action and/or termination. | **Current Start Rate: $33,972 Job Rate: $41,756 In addition: Lexington Ave, Staten Island, Ronkonkoma and Camp Smith receive a Downstate Adjustment of $3,026 annually.** | **3/14/2017** |
| **Motor Vehicles, Department of** | **Motor Vehicle Operator  Vacancy ID: 37101  Location: Northeast Industrial Park 2 Van Buren Blvd DMV Building #6, Guilderland Center** | **Minimum Qualifications:** Candidates must possess a valid New York State driver’s license appropriate for the type of vehicle to be operated, which is a Class A or B CDL with an Air Brake Endorsement. | **$30,461** | **3/16/2017** |
| **Power Authority, New York (NYPA)** | **Sr. Project Engineer II Tracking Code: # 799     Location: White Plains** | **MINIMUM QUALIFICATIONS:** · Bachelor of Science Degree in Civil, Mechanical, or Electrical Engineering from a school accredited by the Accreditation Board for Engineering and Technology (ABET). · Master of Science Degree in Civil, Mechanical, or Electrical Engineering from a school accredited by the ABET preferred. · Minimum of 15 years of engineering experience. · Minimum of 10 years in project management. · New York State PE License. · Project Management Professional certification preferred. | **$136,680.00** | **3/16/2017** |
| **Power Authority, New York (NYPA)** | **Asset and Maintenance Management Engineer I Tracking Code: # 581     Location: White Plains** | **MINIMUM QUALIFICATIONS: Required Skills** · Ability to apply knowledge of engineering principles and practices, coupled with the understanding of the NYPA’s policies, operations, and objectives, to solve engineering problems, and make technical recommendations on design methods and obstacles on a project as well as programmatic level. · Knowledge of and a working familiarity with current codes, standards, and regulations. · Strong oral and written communication skills. · High computer literacy. · Demonstrated performance on team projects. · Ability to produce clear, concise, complete and articulate reports which explain recommendations. · Excellent interpersonal skills. · Strong presentation skills. · Ability to work at elevated positions (comfortable with heights) · Approximate 10% travel within NY State and international to witness equipment factory testing and repairs **Required Experience** · Bachelor of Science Degree in Electrical Engineering, or equivalent, from an accredited college or university · Minimum of 3 years applicable work experience · Knowledge of maintenance practices | **$98,940.00** | **3/16/2017** |
| **Power Authority, New York (NYPA)** | **Sr. Revenue & Pricing Analyst Tracking Code: # 1008     Location: White Plains** | **MINIMUM QUALIFICATIONS: Required Skills** · In-depth knowledge of the electric utility industry and NYISO market is required. · Proficient knowledge of economics, finance and accounting concepts and theories. · Excellent analytical skills required, including the ability to perform statistical and quantitative analysis. · Ability to analyze financial, marketing and utility tariff data and make recommendations to establish strategic benchmarks and goals. · Proficiency in Microsoft Excel is required, including functions such as: pivot tables/charts, advanced sorting, vlookup, match, offset, data linking to Access databases, import of data from Excel, CSV and other flat file formats. Excel test will be given at interview. · Ability to anticipate problems/issues, streamline and propose solutions as appropriate is required. · Proactive approach to identify opportunities to improve efficiency of work processes and computer model systems. Willingness to research and learn new areas as the business needs change. · Ability to manage multiple projects simultaneously is required. · Strong communication skills are essential and must be well-versed in revenue, cost recovery/rates and tariff methodologies and terminology. Ability to clearly explain and present concepts in multiple areas of expertise to peers and management. · Understanding of the utility industry, Public Service Commission policies and ruling, and FERC policy preferred. · Excellent understanding of pricing models is required. · Ability to assist others in achievement of group goals and foster an environment of cooperation among group members. · Ability to work with minimal supervision once direction is given. · Ability to work in a team environment is required. **Required Experience** · Bachelor’s Degree in Business, Economics, Marketing, Finance, Accounting, Math or related discipline is required. · MBA or other graduate degree is preferred. · Project Management experience is preferred. · Minimum of 5 years of utility revenue, pricing and market analysis experience is preferred. | **$96,390.00** | **3/16/2017** |
| **Power Authority, New York (NYPA)** | **Senior Enterprise Risk Specialist Tracking Code: # 50023551     Location: White Plains** | **MINIMUM QUALIFICATIONS:** Required Skills · Expert knowledge of various types of risk including, Market Risk, Operational Risk, Credit Risk, Liquidity Risk, Financial Instrument Risk. · Expert knowledge of Enterprise-wide Risk management program development and implementation including best practices, frameworks, and associated software systems. · Strong knowledge of enterprise risk management best practices as they apply to the energy/utility industry · Strong knowledge of Strategic Planning, Compliance, and Internal Audit practices. · Strong knowledge of the fundamentals of probabilistic scenario analysis and the associated application to risk management. · Strong knowledge of financial instruments and analysis techniques (value at risk, Working knowledge of various types of risk including, Market Risk, Operational Risk, Credit Risk, Liquidity Risk, Financial Instrument Risk · Advanced knowledge in the use of PowerPoint · Proficient in spreadsheet and/or statistical analysis packages. Working knowledge of Access, Word, statistical software, and MS Project. · Strong knowledge of enterprise risk management best practices as they apply to the energy/utility industry · Strong understanding of the deregulated NYISO energy marketplace · Strong understanding of NYPA’s generating and transmission facilities · Strong understanding of NYPA’s financial planning tools. · Ability to prepare and deliver clear and concise summary and insights. · Ability to work and interact with all levels of management and across all NYPA business units and departments · Ability to communicate and present analysis results and underlying assumptions with clarity **Required Experience** · Bachelor’s degree in Business Administration, Finance, Accounting, or Economics. · A minimum of nine years directly relevant experience with risk analysis, integration of business processes and development/implementation of enterprise risk programs is required | **$96,900.00** | **3/16/2017** |
| **Power Authority, New York (NYPA)** | **Groundperson (Temporary) CEC Tracking Code: # 8001 & #8009     Location: Marcy** | **MINIMUM QUALIFICATIONS: Job Description** Under direct supervision assists lineman/linewoman in line and switchyard maintenance including assembling and sending up materials. Does clean up of the job site, digs posts and anchor holes. Clears right-of-way and bank poles. **Required Skills** High School graduate or equivalent. Physical stamina and aptitude to develop into a lineman/linewoman. **Required Experience** Experience in line maintenance and/or completion of an electrical line maintenance training school. | **$26.48 per hour** | **3/16/2017** |
| **Power Authority, New York (NYPA)** | **Billing Representative Tracking Code: # 2067     Location: White Plains** | **MINIMUM QUALIFICATIONS:** •Knowledge of Microsoft Office products (Excel, Word, etc.) is required •Strong mathematical and analytical skills are required. •Excellent oral and written skills are required for dealing with customers, staff from various departments, various consultants, and internal and external auditors •Ability to consistently meet strict deadlines. •Ability to represent NYPA to all internal and external customers. •Working knowledge of SAP is preferred. •Familiarity with utility terms; i.e. consumption, rate calculations, rate categories, minimum charges and customer-level charges; and the ability to explain these calculations and charges to customers is preferred. •Ability to analyze billing data and invoices for accuracy and use sound judgment regarding data inconsistencies to independently resolve issues is required. •The ability to address various data requests from internal and external customers. •Proactive in achieving goals and have the ability to work independently, with minor guidance from superiors. •The ability, when delegated by management, to assist with directing the work of Billing Representatives as required. •General understanding of the utility industry, its suppliers, and electric utility billing concepts and terminology is preferred. •Ability to identify potential incorrect charges and question and correct them intelligently with guidance and supervision. **Required Experience** •High School Diploma is required. An Associate Degree or equivalent is preferred, with strong communication skills, analytical skills and ability to work in a dead-line driven environment. Working knowledge of Excel and Word is essential. •Minimum of 2 years of work experience in a corporate environment is preferred. •Minimum of 2 years of experience in an analytical function or business setting preferred. | **Commensurate with experience** | **3/16/2017** |