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| New Postings~ August 3, 2017 | |  |  |  |  |  |
| **Agency** | **Position** | **Position Requirements** | **Projected Salary** | **Expiration Date** |  |  |
| **Children and Family Services, Office of (OCFS)** | **Youth Division Aide 2, (Hourly) Location: Brentwood Residential Center    1230 Commack Road Dix Hills, NY 11746  Suffolk County** | **Minimum Qualifications:** One year of satisfactory full time experience\* in the care and programming of youth\*\* under 21 years of age;   Or one year 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 high school graduation or equivalency diploma.    \*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 institutional, 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. | **$16.27/hour** | **8/16/2017** |  |  |
| **Empire State Development (ESD)** | **Senior Financial Analyst Location: NYC** | **Minimum Qualifications:** Education Level required: BA/BS. MBA desirable. Relevant experience required: 5+ years of experience performing financial analysis of operating companies and/or underwriting of commercial loans.  Knowledge required: The ideal candidate will have sufficient knowledge to independently analyze/spread financial statements and draft concise analyses of credit. This will include extensive knowledge of financial accounting; strong analytic abilities; facility with financial modeling; and excellent written and oral communication skills. Strong Excel skills required. | up to $85,000 | **8/28/2017** |  |  |
| **Empire State Development (ESD)** | **Staff Accountant Location: NYC** | **Minimum Qualifications:** Education Level required: Bachelor’s Degree in Accounting Relevant experience required: 3-5 years of accounting experience Knowledge required: Excel, PeopleSoft Financial System helpful | up to $56,000 | **8/28/2017** |  |  |
| **Environmental Conservation, Department of** | **Laborer (Seasonal) Item# 42531 Location: Salmon River Fish Hatchery Oswego County** | **MINIMUM QUALIFICATIONS:**  There are no education or experience qualifications for this position. You must be physically able to perform the duties assigned. Applicant must also be willing to travel overnight to assist with projects at other facilities.  Preferred Qualifications: Mechanical skills and ability to assist with minor repairs to hatchery equipment. The ability to perform oil changes and lubrication of equipment, basic welding, are a plus, as applicant will also be assisting in minor repairs to hatchery infrastructure. Knowledge of construction equipment/skid steers/tractors/small excavators/dewatering pumps/other small hand equipment and their operation is also desired. Basic carpentry skills is also beneficial as minor building repairs are needed to be performed on occasion. | **$13.81 Hourly** | **8/8/2017** |  |  |
| **Environmental Conservation, Department of** | **Maintenance Assistant (Seasonal) Item# 42519 Location: Ridge Field HQ  Suffolk County** | **MINIMUM QUALIFICATIONS:**  Two years of experience in maintenance or mechanical work under the supervision of a skilled trades-worker or completion of an appropriate two-year technical school course. Must have and maintain a valid driver's license. Duties: - Perform a variety of tasks of the buildings and grounds maintenance trades. - Operate Lawn mowers, weed trimmers, chain saws and similar types of gas powered equipment. - Perform a variety of tasks utilizing power and hand tools including saws, hammers, drills, sanders, table saws and similar tools used in the construction and maintenance trades.  - Perform a variety of tasks of the construction trades including but not limited to carpentry, masonry, painting, plumbing, electrical and HVAC. - Must be available to respond to off hour emergencies, nights, weekends and holidays.  - Must possess and maintain a valid drivers license. CDL preferred. - Must be able to lift and move 100 lbs. or more - Two years of experience in maintenance or mechanical work under the supervision of a skilled trades worker or completion of an appropriate two-year technical school course. | **$15.40 Hourly** | **8/8/2017** |  |  |
| **Environmental Conservation, Department of** | **Fish and Wildlife Technician 1 (Seasonal) Item# 42631 Location: Salmon River Hatchery  Oswego County** | **MINIMUM QUALIFICATIONS:**  30 semester credit hours, including 12 semester credit hours in fisheries, marine resources or wildlife management; mariculture; marine biology; aquaculture; aquatic, marine or terrestrial ecology; zoology; marine technology; botany; limnology; hydrology; or oceanography.  Must have valid driver’s license or demonstrate the ability to meet the transportation needs of the position.   **Duties Description** The technician will conduct a roving angler survey on the Salmon River. Duties include interviewing anglers to determine their catch, time spent fishing, and residency as examples. Angler counts made while driving a twenty-five site route will also be a daily requirement. The position requires high levels of public interaction, with a diverse and at times challenging angler population. The technician will sample three randomly selected weekdays and one weekend day each week. Each sample day will either be a randomly selected morning or afternoon shift. The position will be very field oriented and inclement weather can and will occur during project. | **$15.40 Hourly** | **8/10/2017** |  |  |
| **Environmental Conservation, Department of** | **Laborer (Seasonal) Item# 42622 Location: 24 County Route 2A, Pulaski Oswego County** | **MINIMUM QUALIFICATIONS:**  There are no education or experience requirements. Must possess a valid driver's license. Must be able to lift heavy objects.  **Duties Description** Supports Environmental Conservation Police Officers assigned to the NYS DEC Law Enforcement Training Academy. Duties include cleaning residential rooms, classrooms and common areas; setting up and taking down classroom layouts according to training/meeting needs; assembling and moving furniture in residential rooms; distributing training equipment and keeping storerooms at the Academy and EVOC facilities organized and stocked; assisting with minor repairs and maintenance of the facility's grounds, parking lot and walkways; and completing special projects assigned by the Training Unit Captain, Lieutenant and/or Technical Sergeants. May occasionally assist with office coverage, scheduling of training courses and room assignments. | **$13.81 Hourly** | **8/10/2017** |  |  |
| **Environmental Conservation, Department of** | **Environmental Engineering Technician 1 (Seasonal) Item# 42799 Location: Albany** | **MINIMUM QUALIFICATIONS:**  1. four years of experience performing engineering technician work in aeronautical, chemical, civil, electrical, environmental, mechanical or sanitary engineering technology; environmental technology; or as a supervisor or drafter; OR 2. graduation from high school (or possession of a high school equivalency diploma issued by a recognized educational authority or a USAFI GED diploma - high school level) AND one year of the experience described in option1 above; OR 3. graduation from a high school technical education program in technical aeronautics, technical architectural drafting and building construction; technical chemistry, industrial chemistry,  technical electricity/electronics, technical mechanical design and construction, technical structural drafting and design, technical instrumentation and control systems, or computer  circuitry; OR 4. eighteen college semester credit hours in any combination of the following courses: engineering; such as civil, chemical, electrical, mechanical, aeronautical, and/or sanitary; public health; environmental and/or engineering technology; drafting; mathematics; surveying; computer science; environmental science; and/or the natural and physical sciences. YOU MUST SUBMIT A LIST OF QUALIFYING COURSES WITH YOUR APPLICATION. Include the course title, number of semester credit hours per course, name of college or university, and date (or expected date) of completion. Applications submitted without a list of relevant courses will be disapproved. | **$15.28 Hourly** | **8/18/2017** |  |  |
| **Environmental Conservation, Department of** | **Office Assistant 1 (Seasonal) Item# 42761 Location: Chemung County** | **MINIMUM QUALIFICATIONS:**  There are no Minimum Qualification for this position.  **Preferred Qualifications:** Proficiency with Microsoft Word, Excel and general office experience is preferred. | **$11.93 Hourly** | **8/16/2017** |  |  |
| **Environmental Conservation, Department of** | **Fish and Wildlife Technician 1 (Seasonal) Item# 42416 Location: Ulster County** | **MINIMUM QUALIFICATIONS:**  30 semester credit hours, including 12 semester credit hours in fisheries, marine resources or wildlife management; mariculture; marine biology; aquaculture; aquatic, marine or terrestrial ecology; zoology; marine technology; botany; limnology; hydrology; or oceanography. | **$15.40 Hourly** | **8/10/2017** |  |  |
| **Environmental Conservation, Department of** | **Environmental Education Assistant (Seasonal) Item# 42697 Location: Albany** | **MINIMUM QUALIFICATIONS:**  Minimum: Candidates must have one year of experience in environmental education programs; or one year of college study with specialization in natural science, natural resources, or environmental education.  Preferred: Experience working with Urban youth. | **$16.14 Hourly** | **8/18/2017** |  |  |
| **General Services, Office of** | **Visitor Services Assistant 2  Item: #17-228-CP Location: Curatorial & Tour Services Empire State Plaza Albany** | **MINIMUM QUALIFICATIONS:**  New York State employee with one year or more of permanent, contingent-permanent or 55b/c service as a Visitor Services Assistant 1 OR Three years of experience\* in the visitor/customer service environment in a cultural institution, including one year as a supervisor. \*Substitution: College study may be substituted for up to two years of the general experience on the basis of 30 semester credit hours being equal to one year.  **Duties:** Duties will include, but not be limited to the following: • Conduct guided tours of the New York State Capitol, the Empire State Plaza, the Executive Mansion, the Governor Nelson A. Rockefeller Empire State Plaza Art Collection, and Special Tours as needed. • Staff New York State Capitol, the Plaza Visitor Center, the Corning Tower Observation Deck, and the Empire State Plaza’s Information Sites. • Provide security and safety services for visitors. • Resolve on-site issues and problems with visitors and staff schedules. • Track sales, income and inventory of gift shop merchandise. • Provide reports to senior staff and finance staff as requested. • Reconcile monthly credit card statements. • Liaison with other departments, and outside organizations on various issues as directed. • Perform the full range of supervisory duties, as directed, including approving leave and tracking time and attendance; identifying staff development needs; evaluating staff performance; and completing performance evaluations. | **$40,172.00** | **8/10/2017** |  |  |
| **General Services, Office of** | **Facility Operations Assistant 1 (Hourly)  Item: #17-223-TH Location: Real Estate Center Real Property & Facilities Management Binghamton State Office Building Binghamton** | **MINIMUM QUALIFICATIONS:**  Must be physically able to perform the tasks of the position and to communicate effectively to obtain and convey information.   **Duties:** • Collect trash and remove to trucks using a large, heavily loaded trash receptacle. • Clean all areas of restroom, unclog fixtures and restock supplies. • Move furniture and equipment in the performance of custodial functions. • Replace light bulbs; wash and dust fixtures, furnishings, floors, corridors, stairs, stairwells and partitions using appropriate supplies and equipment including ladders and scaffolding. • Strip, buff, wax floors, carpet extraction as needed. • Pick up and remove hazardous articles from floors and equipment and place them in designated receptacles or appropriate locations. • Pick up trash and sweep sidewalks, plaza, and park as needed. • Set up conference rooms for meetings and events. • Assist with snow removal around facility, clearing entrances, sidewalks and stairs as needed. | **$11.97/Hour** | **8/11/2017** |  |  |
| **General Services, Office of** | **Facility Operations Assistant 1 (Hourly)  Item: #17-222-TH Location: Real Estate Center Real Property & Facilities Management Utica State Office Building Utica Two vacancies** | **MINIMUM QUALIFICATIONS:**  Must be physically able to perform the tasks of the position and to communicate effectively to obtain and convey information.  Duties: • Collect trash and remove to trucks using a large, heavily loaded trash receptacle. • Clean all areas of restroom, unclog fixtures and restock supplies. • Move furniture and equipment in the performance of custodial functions. • Replace light bulbs; wash and dust fixtures, furnishings, floors, corridors, stairs, stairwells and partitions using appropriate supplies and equipment including ladders and scaffolding. • Strip, buff, wax floors, carpet extraction as needed. • Pick up and remove hazardous articles from floors and equipment and place them in designated receptacles or appropriate locations. • Pick up trash and sweep sidewalks, plaza, and park as needed. • Set up conference rooms for meetings and events. • Assist with snow removal around facility, clearing entrances, sidewalks and stairs as needed. | **$11.97/Hour** | **8/11/2017** |  |  |
| **General Services, Office of** | **Maintenance Assistant  Item: #17-221-JK Location: Real Estate Center Real Property & Facilities Management Campus Operations Albany** | **MINIMUM QUALIFICATIONS:**  Two years of experience in maintenance or mechanical work under the supervision of a skilled trades worker or completion of an appropriate two-year technical school course.   Application Process:  Candidates are required to provide specific, verifiable information about their qualifying experience with the Application for Posted Position (ADM 227). This information should be on the letterhead of the employer under whom the qualifying experience was gained and include names and titles of supervisors, duties performed during the training period and specific dates of employment and be signed by that employer.  • Candidates qualifying through the completion of appropriate course work should include a copy of their transcript or listing of course work completed. • Copy of a trades union card is acceptable documentary proof of qualification. • Candidates who do not submit appropriate documentary proof that they meet the minimum qualifications will not be considered for appointment.   Duties: • Will perform semi-skilled repairs/installations in the electrical, carpentry, plumbing, masonry, and painting trades.  • Retrieve daily assignments and track accountable hours using the AiM work management system. Submit accurate and proper documentation in a timely manner. | **$33,972.00** | **8/11/2017** |  |  |
| **General Services, Office of** | **Senior Parking Services Attendant  Item: #17-224-JK Location: Real Estate Center Real Property & Facilities Management Parking Management Downtown & Harriman State Office Campus Albany Three Vacancies** | **MINIMUM QUALIFICATIONS:**  Candidates must be physically able to perform the duties assigned. Possession of a valid New York State driver’s license may be required.  Duties: Responsible for the direct supervision of approximately 8-10 Parking Services Attendants ensuring all necessary training is provided and written annual evaluations are completed to ensure that they possess the ability and skills required to perform their daily responsibilities in a professional and efficient manner. Responsible for the supervision of multiple visitor lots with little to no supervision.   Responsible for the collection, verification, and depositing of all visitor and permit revenues. Responsible for the supervision and management of enforcement operations in all permitted lots and garages. May oversee various maintenance operations including but not limited to: snow removal, landscaping, lot restriping, cleaning and general maintenance. In addition, Senior Attendants may be responsible to manage other aspects of the Parking Management Bureau such as Uniform management and distribution, providing electronic reports to management when requested, issuance of parking permits and other program duties as assigned. | **$32,178.00** | **8/11/2017** |  |  |
| **Health, Department of** | **Aids Program Representative 1  Item: #- 13610   Location: Central Islip** | **MINIMUM QUALIFICATIONS:**  Four years of experience providing services targeted to low income or prison populations: 1) in a public health or a counseling program; 2) in a health-related, health education or a recognized community-based organization, or 3) as a health planner. College study in a health, education, counseling, psychology, or a social work field may be substituted for the required experience at a rate of 30 credits equaling one year. **Preferred Qualifications:** Knowledge of public health principles and practices of epidemiology relating to communicable diseases; Ability to communicate effectively both orally and in writing with attention to detail. Ability to maintain effective disease intervention-based collaborations with community partners; must be self-motivated and possess excellent computer skills. Experience with social media and internet interventions. | **$49,727-$63,293** | **8/17/2017** |  |  |
| **Indigent Legal Services, Office of** | **Special Assistant (Grants Administrator) Location: Albany** | **MINIMUM QUALIFICATIONS:** Minimum of one year of full-time experience in managing grants, contracts and related budgets in the area of processing claims, including communicating with claimants to resolve questions related to the submission of claims for reimbursement. OR Associate degree (post-secondary degree preferred) or an equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this position.  Responsibilities include:   • Working under the supervision of the Manager of Grant Solicitation and Distribution, reviews claims for reimbursement and payments to ensure compliance with applicable guidelines and contract terms.  • Communicates with counties and indigent legal service providers to resolve questions related to the submission of claims for reimbursement, including obtaining additional supporting documentation, as needed, and encouraging submission of claims for reimbursement and proposals, as directed.   • Assists the Manager of Grant Solicitation and Distribution in accounting for monies appropriated for grants and distributions, including use of tracking systems for payments.  • Assists the Manager of Grant Solicitation and Distribution in managing the Statewide grants and distribution program, which serves the fundamental purpose of improving the quality of the legal representation provided to persons who are legally entitled to the assistance of counsel, but cannot afford to hire an attorney.   • Performs other related duties as directed by the Manager of Grant Solicitation and Distribution, Director of the Office of Indigent Legal Services and agency Counsel.   • All case-related information and knowledge obtained in the performance of these duties will be treated as confidential information, subject to the protections of the attorney-client privilege. | **$45,000-$50,000** | **8/17/2017** |  |  |
| **Indigent Legal Services, Office of** | **Confidential Legal Assistant (Statewide Implementation Paralegal) Location: Albany** | **MINIMUM QUALIFICATIONS:** Bachelor’s degree required, advanced preferred. Some experience in the field of criminal justice and demonstrated commitment to criminal justice reform together with excellent writing skills. Specific responsibilities include:  • Under the direction of the Statewide Chief Implementation Attorney, and in collaboration with other members of the Statewide Implementation Unit, evaluates and monitors the implementation of the reforms specified in Executive Law § 832 (4).  • Identifies, gathers and prepares potential sources of relevant information for the development of written plans and periodic assessment reports as required under Executive Law § 832 (4), for the purpose of improving the quality of mandated representation of eligible criminal defendants.   • Assists in monitoring the progress of counties and indigent legal service providers toward achieving the goals enunciated in the written plans developed by the Office, including analyzing relevant information and assisting in the writing of periodic assessment reports.  • Conducts legal research, including identifying appropriate laws, judicial decisions and legal articles, as requested by the Statewide Chief Implementation Attorney or any of the four subject area Statewide Implementation attorneys.   • Locates and interviews individuals related to the implementation of the reforms specified in Executive Law § 832 (4), as directed by the Statewide Chief Implementation Attorney.   • Assists in the identification of deficiencies in, or obstacles to, implementation of the reforms specified in Executive Law § 832 (4) in the counties and City, and assists in developing solutions to identified barriers.  • At the direction of the Statewide Chief Implementation Attorney, performs administrative tasks such as maintaining and organizing Statewide Implementation files, reports and schedules, and arranging interviews and meetings.   • Undertakes such other activities as may be requested by the Director and Counsel in furtherance of the Office’s overall responsibility to implement Executive Law § 832 (4), in order to improve the quality of indigent legal services representation under article 18-B. | **$55,000-$70,000** | **8/17/2017** |  |  |
| **Indigent Legal Services, Office of** | **Special Assistant (Statewide Implementation Analyst) Location: Albany** | **MINIMUM QUALIFICATIONS:** Associate Degree required, Bachelor’s degree preferred. Some experience in the field of criminal justice and demonstrated commitment to criminal justice reform. Detail oriented and analytical. Specific responsibilities include:  • Under the direction of the Statewide Chief Implementation Attorney, collaborates with other members of the Statewide Implementation Unit, in order to assist in the implementation of the reforms specified in Executive Law § 832 (4).  • Assists in maintaining, reviewing and organizing documents, files and other materials for the Statewide Implementation Unit, in order to implement the reforms specified in Executive Law § 832 (4).   • Assists in the gathering and preparing background and supporting materials for the development of written plans and periodic assessment reports as required under Executive Law § 832 (4), for the purpose of improving the quality of mandated representation of eligible criminal defendants.   • Assists in monitoring the progress of counties and indigent legal service providers toward achieving the goals enunciated in the written plans developed by the Office, including collecting and analyzing relevant documents, files and other materials.  • At the direction of the Statewide Chief Implementation Attorney, performs administrative tasks such as maintaining and organizing Statewide Implementation Unit files, reports and schedules, and contacting officials, indigent legal services providers and others to arrange meetings.   • Undertakes such other activities as may be requested by the Director and Counsel in furtherance of the Office’s overall responsibility to implement Executive Law § 832 (4), in order to improve the quality of indigent legal services representation under article 18-B. | **$45,000-$55,000** | **8/17/2017** |  |  |
| **Indigent Legal Services, Office of** | **Special Assistant (Statewide Implementation Researcher) Location: Albany** | **MINIMUM QUALIFICATIONS:** Bachelor’s degree required, advanced degree preferred. Experience in conducting quantitative and qualitative research and data collection preferred.  Specific responsibilities include:  • Under the direction of the Statewide Chief Implementation Attorney, and in collaboration with the other members of the Statewide Implementation Unit, evaluates and monitors the implementation of the reforms specified in Executive Law § 832 (4).  • Develops and implements a program of quantitative and qualitative research and data collection designed to assess the progress and impact of the implementation of the reforms specified in Executive Law § 832 (4) in each of the counties and New York City (“City”).  • Regularly receives, maintains and analyzes the quality of data received from the counties and New York City, as it pertains to the progress and impact of the implementation of the statewide reforms.  • Identifies deficiencies in, or obstacles to, implementation of the statewide reforms in the counties and City, and developing solutions to identified barriers.  • Assists in the development of written plans and assessment reports, including preparing necessary quantitative and qualitative data and research materials, in order to enhance the quality of mandated representation of eligible criminal defendants.   • Conducts literature reviews and prepares other articles, reports and presentations as requested by the Statewide Chief Implementation Attorney to enhance efforts to improve the quality of indigent legal services.   • Makes recommendations to the Statewide Chief Implementation Attorney, Director and Counsel for improving the monitoring and reporting of progress made by the counties and City, including improving the quality of such indigent legal services in a cost-effective manner.   • Undertakes such other activities as may be requested by the Director and Counsel in furtherance of the Office’s overall responsibility to implement the reforms specified in Executive Law § 832 (4) and make efforts to improve the quality of indigent legal services representation under article 18-B. | **$55,000-$80,000** | **8/17/2017** |  |  |
| **Justice Center** | **Internal Investigator 1 Location: Utica** | **Minimum Qualifications:**  Six years of law enforcement investigative or field investigative\* experience.  Substitution: An Associate’s degree may be substituted for two years of law enforcement or field investigative experience;   OR, a Bachelor’s degree may be substituted for four years of law enforcement or field investigative experience.  \*Investigative experience is defined as independent investigative experience and includes the following activities: interviewing and interrogating witnesses; collecting and analyzing data and evidence; writing and summarizing case narratives; and testifying at administrative hearings and criminal proceedings.  Non-qualifying experience includes routine police patrol work, traffic enforcement, building surveillance, tax collection, collection of delinquent accounts, skip tracing, credit checking, auditing, employment interviewing, hotel or store detective, correction officer, guard, inspector or security related positions or in any other position which does not involve the level of field investigation as those positions described above WILL NOT be considered qualifying experience.  Must possess a valid NYS Driver’s License. **Preferred Qualifications:** In addition to meeting the minimum qualifications, the preferred candidate would also possess experience in the direct provision of services which may include the care, review, investigation, assessment, treatment, or case planning for person(s) in facilities or programs covered by the Protection of People with Special Needs Act of 2012, which includes facilities or providers providing care to vulnerable persons within the State Oversight Agencies (SOA). The SOA agencies include the NYS Office of Mental Health, NYS Office for People with Developmental Disabilities, NYS Office of Alcoholism and Substance Abuse Services, NYS Office of Children and Family Services, NYS Department of Health, and NYS Education Department. | **$55,082 to $68,351** | **8/17/2017** |  |  |
| **Labor, Department of** | **Labor Services Representative Trainee 1 (DVOP), Labor Services Representative Trainee 2 (DVOP),   Location: Division of Employment and Workforce Solutions  New York City – One vacancy (1)** | **Minimum Qualifications:**  Appointees must be a veteran as defined by Federal Statute. Preference in selection will be given to veterans with service-connected disabilities. Appointments may be made at the Trainee 1 or Trainee 2 level.   Note: Positions will be filled at the Trainee 1, or Trainee 2 level will advance upon satisfactory performance over the two to three year traineeship to Labor Services Representative (Disabled Veterans Outreach), Grade 16.  To qualify for the Labor Services Representative Trainee 1 (DVOP), you must be a veteran and have two years of paid general office or business experience, one year of which involved public contact.   To qualify for the Labor Services Representative Trainee 2 (DVOP), you must be a veteran and meet on of the following conditions:   1. A Bachelor’s Degree; OR 2. One year of experience in counseling veterans; OR 3. One year of experience in job placement and counseling work; OR 4. One year of experience in planning, administering, or monitoring employment and training programs | **Trainee 1 Beginning Salary: $39,825, Trainee 2, Beginning Salary: $42,143** | 8/17/2017 |  |  |
| **Labor, Department of** | **Project Assistant (OES), Hourly  Location: Research and Statistics, Albany  One Vacancy** | **Minimum Qualifications:**  An associate’s degree with six credit hours in marketing, research methods/statistics/survey methods and two years of experience in call center/telemarketing or marketing experience that includes research/survey design consisting of telephone-polls and/or surveys that use computer related applications. OR A Bachelor’s degree or higher level degree with six credit hours in marketing, research methods/statistics/survey methods and six months of experience in call center/telemarketing or marketing experience that includes research/survey design consisting of telephone-polls and/or surveys that use computer related applications.  **Preferred Qualifications:**  • Excellent oral and written communication skills. • Strong interpersonal skills. • Excellent organizational skills. • Demonstrated ability to work independently and exercise sound judgement. • Proficiency in PC applications such as Outlook, Excel and Word.  **Standard Duties:** The Project Assistant will assist with a variety of tasks involved in the collection, review and editing of statistical information for the Occupational Employment Statistics (OES) survey. Primary responsibilities include: • Contact delinquent employers to request their participation on the OES survey. This is done by using a variety of available data sources for contact information. • Contact employers to clarify and resolve any inconsistencies or reporting problems with data provided. • Use various computer programs to process survey data and perform data manipulation activities. • Review and edit the coding and classification of reported data included in survey responses to ensure its accuracy and satisfaction of the statistical standards for the US Bureau of Labor Statistics. | **$21.34 per hour** | 8/17/2017 |  |  |
| **Labor, Department of** | **Project Assistant, Hourly  Location: Research and Statistics, Albany  Two vacancies** | **Minimum Qualifications:**  Candidates must have two years of full time work experience in a customer service, sales or clerical position dealing with many different individuals on a continuous basis; where verbal communication is the primary focus of the position. NOTE: Applicants must provide sufficient information to clearly demonstrate how they meet the minimum qualifications.   Qualifying experience may include: call center agent, customer service representative, sales representative, bank teller, or telemarketer.  **Non-qualifying experience includes:** cashier, fast-food worker, gas station attendant, clerk, or security guard.  **Preferred Qualifications:**  • Excellent oral and written communication skills. • Strong interpersonal skills. • Demonstrated ability to work independently and exercise sound judgement. • Proficiency in PC applications such as Outlook, Excel and Word.  **Standard Duties:** Standard Duties: Project Assistants will perform a high volume of classification work involved in assigning appropriate North American Industry Classification System (NAICS) and Federal Information Processing Standard (FIPS) codes to business establishment records. Candidates will use existing sources of information to determine the appropriate NAICS and/or FIPS codes, and must be able to do additional research when existing sources are inadequate. | **$16.16 per hour** | 8/17/2017 |  |  |
| **Mental Health Office of** | **Full-Time Food Service Worker 1     Location: Mid-Hudson Forensic Psychiatric Center** | **Minimum Qualifications:** Candidates must be able to read, write and speak English and must be able to follow both written and verbal instructions. Duties:  • Responsible for serving food and for keeping areas where food is served both clean and in good order.  • Prepare trays for serving, transport food carts to serving areas, and return used dishes and equipment to pot and dishwashing areas. • Some food preparation may be required. • Clean serving or tray line areas as appropriate and make sure that all equipment is ready for the next meal. • Some operation of a dishwasher may be required. • Participate in sanitation activities in dining areas and in other food service and preparation areas, order and store supplies, and generally help to ensure that individuals in the care of the facility are fed properly. • Food service and/or food preparation tasks may require medium to heavy physical effort. • Ensures Department and Facility Policies and Procedures are followed. • Other duties as assigned. | **$27,335** | **8/17/2017** |  |  |
| **Mental Health Office of** | **Full-Time Food Service Worker Three (3) Full-Time Positions       Location: Mid-Hudson Forensic Psychiatric Center** | **Minimum Qualifications:** Candidates must be able to read, write and speak English and must be able to follow both written and verbal instructions. Duties:  • Responsible for serving food and for keeping areas where food is served both clean and in good order.  • Prepare trays for serving, transport food carts to serving areas, and return used dishes and equipment to pot and dishwashing areas. • Some food preparation may be required. • Clean serving or tray line areas as appropriate and make sure that all equipment is ready for the next meal. • Some operation of a dishwasher may be required. • Participate in sanitation activities in dining areas and in other food service and preparation areas, order and store supplies, and generally help to ensure that individuals in the care of the facility are fed properly. • Food service and/or food preparation tasks may require medium to heavy physical effort. • Ensures Department and Facility Policies and Procedures are followed. • Other duties as assigned. | **$27,335** | **8/17/2017** |  |  |
| **Mental Health Office of** | **RESEARCH SCIENTIST 6,        Location: Nathan S. Kline Institute for Psychiatric Research Center for Biomedical Imaging and Neuromodulation (C-BIN)  140 Old Orangeburg Road Orangeburg, NY 10962** | **Minimum Qualifications:** Doctorate Degree and four years of professional research experience in the appropriate field.  PREFERRED QUALIFICATIONS: The ideal candidate will have four years of experience in an administrative or leadership role within an imaging center; experience with the acquisition and analysis of multimodal magnetic resonance imaging data (e.g., functional, diffusion, morphometry), including functional connectomics and real-time fMRI; and a track record of supporting clinical partners and end users. | **$133,843** | **8/17/2017** |  |  |
| **Mental Health Office of** | **Food Service Worker 1       Location: Creedmoor Psychiatric Center** | **Minimum Qualifications:** Candidates must be able to read, write and speak English and must be able to follow both written and verbal instructions.  Duties:  • Responsible for serving food and for keeping areas where food is served both clean and in good order.  • Prepare trays for serving, transport food carts to serving areas, and return used dishes and equipment to pot and dishwashing areas. • Some food preparation may be required. • Clean serving or tray line areas as appropriate and make sure that all equipment is ready for the next meal. • Some operation of a dishwasher may be required. • Participate in sanitation activities in dining areas and in other food service and preparation areas, order and store supplies, and generally help to ensure that individuals in the care of the facility are fed properly. • Food service and/or food preparation tasks may require medium to heavy physical effort. | **$27,335** | **8/17/2017** |  |  |
| **Mental Health Office of** | **RESEARCH SCIENTIST 6, (50%)       Location: Division of Child and Adolescent Psychiatry  NYS Psychiatric Institute 1051 Riverside Drive, New York, NY 10032** | **Minimum Qualifications:** Must have a doctorate and minimum of four years of professional experience in psychiatric research.   PREFERRED QUALIFICATIONS:  Doctorate in clinical/medical psychology, or related behavioral science field, is preferred. At least 5 years of post-doctoral experience in mood disorders and EEG and cognitive neuroscience. Post-doctoral clinical and research training in mood disorders and suicidality, as well as the neurobiological mechanisms underlying child and adolescent brain and behavioral development. Exceptional record of research in neurobiological underpinnings of mood disorders as well as clinical interventions for depression and suicide in youth demonstrated by a track record in state, federal, and/or foundation funding, a record of relevant peer reviewed publications, and an established national reputation in translational approach to mood disorders. Record of training, supervising, and mentoring health professionals and scientists in child and adolescent mental health focusing on neurobiology and clinical interventions, including training other health professionals in the assessment and treatment of mood disorders in youth. Strong communication skills and extensive experience working with academic, governmental, professional, and community-based organizations, including the translation and dissemination of research findings to members of these constituencies. | **$66,922 (Salary reflects 50% effort)** | **8/17/2017** |  |  |
| **Mental Health Office of** | **Full-Time Cook        Location: Mid-Hudson Forensic Psychiatric Center 2834 Route 17M New Hampton, N.Y. 10958** | **Minimum Qualifications:** Candidates must have three (3) years of experience in large-scale cooking, one year of which must have included regular supervision of subordinate employees.  Duties:   Direct activities of ingredient/storage areas, including maintaining proper storage and issuance of supplies per policy, ensuring that inventory is kept current and is maintained properly, preparing supplies and foods needed for requisitions and special meal events, other duties as indicated.  Participate as part of the Nutrition Service Department management team, including maintaining on-going communication with the team, interacting with people from other departments and agencies, assisting in management decision making, working together to improve the performance of the Department.  Perform duties as assigned including preparation of menu items, serving food and maintaining department sanitation. Supervise and/or assist subordinates in food production, meal services, and sanitation. Provide regular written feedback regarding subordinate performance.  Assist in directing the activities of FSW 1, FSW 2, work-for-pay, and contract staff on a daily basis including finding solutions to their work concerns/problems, maintaining communication with co-workers and working as a department manager as assigned ensuring department core functions are completed.  Assist in the Operation of the Departments computer application systems, including ordering inventory management, recipe and procurement functions, census, patient movement and diet changes.  Other duties as assigned. | **$37,998** | **8/17/2017** |  |  |
| **Military and Naval Affairs, Division of** | **Air Base Security Guard Posting #17-42 Location: Francis S. Gabreski Air National Guard Base –number of vacancies- 3** | **MINIMUM QUALIFICATIONS:** Must be a member of the New York Air National Guard assigned to Security Police Flight at the time of appointment and possess at a minimum a current Air Force Specialty Code (AFSC) 3P031. OR Must possess a current AFSC 3P051/3P071. OR Must possess at least two years of verifiable military work experience in law enforcement showing successful completion of a military law enforcement career-training course. OR Must possess at least two years of verifiable civilian work experience in law enforcement showing successful completion of a Municipal Police Training Council Basic Course for Police Officers or other related training as may be deemed appropriate by the appointing authority or designee in accordance with NGB hiring requirements. AND • Must be a High School Graduate or equivalent (GED). • Must be at least eighteen (18) years of age. • WILL BE REQUIRED TO CARRY FIREARMS. • Ability to work independently with minimal supervision or with other individuals in a team/group setting. • Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs). • Ability to work outside in various temperatures and inclement weather for extended periods of time. • At all times must meet requirements to carry firearms in accordance with National Guard Bureau and Air Base specific standards. Firearm requirements are in accordance with the authority of Title 10 United States Code (U.S.C.) 8013, Secretary of the Air Force, Air Force Instruction (AFI) 31-117, and EO 9397 (SSN), current and as amended. • Must be eligible to obtain a permit to carry a handgun in New York State (NYS). May be required to obtain a NYS permit for base specific requirement. Appointees will be afforded a length of time equal to that of the required probationary period in which to obtain permit, but will not be deemed permanent until proof of permit is provided. • At the time of hire and annually thereafter, must meet mission specific weapons qualification requirements. • Individuals convicted of domestic violence are not eligible for hire or retention. Any arrests/convictions related to domestic violence must be reported through the Chain of Command. • At the time of hire and annually thereafter, must meet and maintain physical fitness and agility standards established in accordance with Agency and NGB policy requirements. Separate entry level and annual maintenance programs will be applied in accordance with Agency and NGB policy requirements. • At the time of hire and annually thereafter, must meet the medical screening requirements to include drug testing, as established in accordance with Agency and NGB policy requirements. • At the time of hire and annually thereafter, must meet and maintain all mission specific proficiency training requirements to include, but not limited to, Use of Force, Rules of engagement and Search/Handcuffing; including annual evaluations. • Must be eligible to be designated as a Peace Officer; training may be required. (Note: this may be a Base specific requirement. Peace Officers are required to maintain residence in the State of New York) • Must 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. Dependent on current regulation, this will minimally be a National Agency Check with Inquiry (NACI) but may require a SECRET or CLASSIFIED clearance. • Required to have or successfully complete within 90 days of receiving computer access, all SFS, SLMS and other computer training as related to position duties. • Required to report any personal arrest by local, state, or federal law enforcement authorities to the CSF or designated representative within 24 hours of incident. Convictions other than those for domestic violence will be addressed on an individual basis. State Human Resources must be notified. • Must possess and maintain a current driver’s license to operate a motor vehicle in New York State. Any changes in driver’s license status must be reported to Chain of Command and State Human Resources. • In accordance with current NGB policies, will be required to obtain and maintain a military driver’s license identifying appropriate vehicles authorized for operation – this will include physical evaluation requirements. In accordance with National Guard Regulations there may be additional Air Base Specific requirements in order to accomplish necessary security protocols to meet and maintain the Base mission. Maintaining all minimum qualifications, and Base authorization to obtain government issued weapons/firearms to perform duties, is a condition of employment. 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. | **$40,172 Job Rate: $49,041 In addition: Francis S. Gabreski Air National Guard Base receives a Downstate Adjustment of $3,026 annually** | **8/17/2017** |  |  |
| **Power Authority, New York (NYPA)** | **Planner - I&C Tracking Code #352     Location: Gilboa** | **MINIMUM QUALIFICATIONS:**  Required Skills: · Ability to develop, evaluate and present materials to employees in mandated technical areas. · Extensive experience in the electric power industry is essential in the evaluation and presentation for maintenance adherence and resource utilization to employees. · Ability to read and understand technical drawings and manuals pertinent to complex electrical and mechanical equipment and civil works, particularly protection and telemetry systems. · Strong understanding of the various regulatory policies and procedures. · Must be able to develop short term, medium and long term maintenance plans and schedules, and ensure that tasks are completed in a timely manner and in accordance with quality performance standards. · Must be knowledgeable of NYPA policies, procedures, and labor agreements and have a good understanding of each to consistently enforce them. · Must be able to write clear, concise and logical job plans and communicate those job plans to Regional/Site employees, other NYPA facilities, and applicable personnel from outside agencies · Ability to identify, logically dissect and generate solutions is necessary. Must be able to solve labor, technical, operational, and financial issues. · Ability to plan, coordinate and schedule projects independently. Must ensure NYPA’s preparedness for emergency response to system problems. · Ability to organize and present budgetary requirements and relative costs projected for the coming fiscal year. · Able to analyze preventive and corrective maintenance to suggest changes in frequency and scope of work. Required Experience Required Experience: · BS degree in a technical discipline (either electrical engineering or computer science related), with 5 to 10 years related utility or planning experience, is essential in the development , evaluation and presentation of materials to employees in mandated technical areas · Minimum five (5) years’ experience in maintenance planning function, utility industry preferred. | **$95,670.00** | **8/17/2017** |  |  |
| **Power Authority, New York (NYPA)** | **Planner - I&C Tracking Code #352     Location: Gilboa** | **MINIMUM QUALIFICATIONS:**  Required Skills: · Ability to develop, evaluate and present materials to employees in mandated technical areas. · Extensive experience in the electric power industry is essential in the evaluation and presentation for maintenance adherence and resource utilization to employees. · Ability to read and understand technical drawings and manuals pertinent to complex electrical and mechanical equipment and civil works, particularly protection and telemetry systems. · Strong understanding of the various regulatory policies and procedures. · Must be able to develop short term, medium and long term maintenance plans and schedules, and ensure that tasks are completed in a timely manner and in accordance with quality performance standards. · Must be knowledgeable of NYPA policies, procedures, and labor agreements and have a good understanding of each to consistently enforce them. · Must be able to write clear, concise and logical job plans and communicate those job plans to Regional/Site employees, other NYPA facilities, and applicable personnel from outside agencies · Ability to identify, logically dissect and generate solutions is necessary. Must be able to solve labor, technical, operational, and financial issues. · Ability to plan, coordinate and schedule projects independently. Must ensure NYPA’s preparedness for emergency response to system problems. · Ability to organize and present budgetary requirements and relative costs projected for the coming fiscal year. · Able to analyze preventive and corrective maintenance to suggest changes in frequency and scope of work. Required Experience Required Experience: · BS degree in a technical discipline (either electrical engineering or computer science related), with 5 to 10 years related utility or planning experience, is essential in the development , evaluation and presentation of materials to employees in mandated technical areas · Minimum five (5) years’ experience in maintenance planning function, utility industry preferred. | **$95,670.00** | **8/17/2017** |  |  |
| **Power Authority, New York (NYPA)** | **Sr. Strategic Buyer  Tracking Code 50043481     Location: White Plains** | **MINIMUM QUALIFICATIONS:**  •Bachelor’s degree in Business Management, Operations, or similar. •Advanced degree – Preferred •Minimum 6 years experience supporting services categories, particularly in Professional Services including but not limited to Non IT Consulting, IT Consulting, Finance, Legal, Insurance, Marketing, and Temporary Staff  •Minimum 6 years experience in the Utilities industry – Preferred •Minimum 8 years professional experience in Procurement, Finance, Accounting, and Supply Chain Management. Required Skills  Knowledge and Abilities •Highly collaborative team-oriented individual, who has proven ability to build relationships with technical and business resources. •Self-starter, ability to work independently in a fast paced environment while delivering solid action-oriented results quickly. •Excellent verbal and written communication and presentation skills. •Procurement experience with the proven ability to establish category management capabilities to drive compliance, performance, reduce cost, and reduce risk. •Strong analytical skills with the ability to identify, quantify and effectively leverage data to support business decisions. •Ability to build strong relationships with key suppliers. •Ability to change the thinking of, or gain acceptance from, others in sensitive situations, without damage to the relationship, both internally and externally. •Understanding of Professional Services and HR services. •Functional skills using Ariba eSourcing, SAP, and other related systems and solutions – Preferred •Strong knowledge of the Power Utility services and equipment categories and/or supply market – Preferred | **salary commensurate with education and experience** | **8/17/2017** |  |  |
| **Power Authority, New York (NYPA)** | **NYEM Program Coordinator  Tracking Code 1006     Location: Albany** | **MINIMUM QUALIFICATIONS:**  Required Skills •Excellent interpersonal skills. Good written and verbal communication skills. •Results-driven with a demonstrated ability to work alone and a proven team player. •Strong attention to detail and flexibility in handling multiple assignments. •Ability to organize information into ideas and effectively present to Management as well as customers. •Project management skills and a team oriented approach are required to plan, execute and complete multiple assignments. •Ability to communicate regularly with staff on progress/status of projects and contracts, etc., providing specific guidelines on what still needs to be done to meet the defined goals and/or results. •Willingness to learn and have a strong understanding of NYPA’s budgeting, policies, operations, procedures and business objectives. •Proficient in all Microsoft computer applications, Excel, Access, Power Point and Word.  •Ability to think strategically and prioritize work flow. •Demonstrated ability to identify problems and propose workable solutions Required Experience •Bachelor’s degree in Business Administration, preferred. •Minimum of 2 years in analytical/database- experience, preferred.  •Energy/utility industry experience, preferred. | **salary commensurate with education and experience** | **8/17/2017** |  |  |
| **Power Authority, New York (NYPA)** | **Project Engineer I  Tracking Code 50028312     Location: White Plains** | **MINIMUM QUALIFICATIONS:**  Required Skills •Individual to possess a Bachelor’s degree in Mechanical, Electrical Engineering or related engineering discipline. • Professional certifications such as Project Management Professional Certification (PMPC) or Certified Energy Manager (CEM), or an advanced degree in an engineering, scientific or business discipline preferred.  •The candidate will be called upon to work on multiple projects simultaneously and have the ability to maintain clear, concise written and oral communication on all interactions. Required Experience  The team is seeking a professional with a minimum of 5 years similar experience. | **salary commensurate with education and experience** | **8/17/2017** |  |  |
| **Power Authority, New York (NYPA)** | **Security Guard  Tracking Code 1848   Location: Lewiston** | **MINIMUM QUALIFICATIONS:**  Required Skills  Must be a trustworthy person who can be depended upon to maintain vigilance at all times; with no record of felony convictions possessing a valid New York State driver’s license. Must have a minimum of two years of current security guard experience Required Experience  Must be a trustworthy person who can be depended upon to maintain vigilance at all times; with no record of felony convictions possessing a valid New York State driver’s license. Must have a minimum of two years of current security guard experience. | **salary commensurate with education and experience** | **8/17/2017** |  |  |
| **Power Authority, New York (NYPA)** | **Settlement Analyst I  Tracking Code 3572   Location: White Plains** | **MINIMUM QUALIFICATIONS:**  Required Skills •Strong interpersonal skills (e.g. tact/diplomacy, persuasion, cooperation, negotiations) are preferred. •Strong verbal and written communication skills (e.g., presentation, listening, report writing) are required. •Ability to provide accurate reports, summaries and electronic data to internal and external stakeholders in accordance with agreed upon deadlines. •Excellent mathematical, verbal and written communication skills are required to effectively implement contracts, resolve problems, and interact with customers. •Ability to demonstrate an understanding of NYISO market dynamics and the role NYPA and specifically Settlements has on monitoring settlement. •Good understanding of cost allocation •Understanding of NYS energy market. •Proficiency with other complex computer based accounting or inventory applications is desirable. •Strong proficiency with Microsoft Excel and other computer applications and file organization procedures is required.  •Demonstrated ability to use Pivot Tables, Tables and Database formulas within MS Excel at basic level. Excel test will be given at interview. •Good working knowledge of MS Word, MS Power Point and MS Access. MS Visio knowledge is desirable. •Good working knowledge of DSS, SDX, MV-90, BI, N-Market, DWH, ESA computer systems. •Ability to complete tasks in a timely manner at times with limited supervision. •Ability to solve problems, manage implementations, lead teams, coordinate periodic activities and meet project deadlines.  •Ability to work cooperatively on teams in a fast paced environment.  •Proven ability to organize data, report on studies in a logical and effective manner, and a demonstrated ability to adapt to rapidly changing environments. Required Experience •Bachelor's Degree in Economics, Finance, Accounting, Mathematics, or the equivalent is required. •Minimum of 3 years of experience in an analytical role/ accounting function. •Minimum of 3 years of experience of Utility related experience is preferred. •Minimum of 1 years of experience working in and/or interacting with the NYISO Marketplace (or equivalent) is preferred. | **salary commensurate with education and experience** | **8/17/2017** |  |  |
| **Power Authority, New York (NYPA)** | **Auditor  Tracking Code 3416     Location: White Plains** | **MINIMUM QUALIFICATIONS:**  Required Skills •The level of job complexity is beginning. •Demonstrated integrity, values, principles and work ethic. •Demonstrate flexibility in prioritizing and completing tasks; communicate potential conflicts to managers and teams. •Progressive working knowledge of relevant auditing concepts and techniques and thoroughly familiar with COSO, GAAP, GAGAS, FERC, FASB and IIA standards •Familiar with typical Internal Audit functions and operations •Basic understanding of electric utility industry functions preferred. •Ability to identify and articulate key risks and controls in a process and sub process and to devise and execute audit steps for a variety of audits •Good ability in recognizing audit issues and developing realistic and practical recommendations •Good oral and written communication skills •Ability to prioritize work and multi-task including ability to plan, manage time budget and execute segments of audits •Exhibits a professional attitude and work ethic and has ability to interface effectively with peers and clients •Basic understanding of IT general controls •Understanding of sampling strategies and confidence levels and use of data analytics •Skills in execution of project management techniques and engagement closure •High standard of ethics and professionalism •Demonstrated negotiation skills. •Strong interpersonal, written, and verbal communication skills •Working knowledge and experience with auditing tools such Microsoft Access, Word, Excel, PowerPoint, and Visio Required Experience •Bachelor degree in Accounting, Finance or equivalent discipline. •One year of current and/or recent audit experience in public accounting, preferably from a Big 4 organization or major corporation or 3 years’ experience auditing in an audit firm and/or organization / company | **salary commensurate with education and experience** | **8/17/2017** |  |  |
| **Power Authority, New York (NYPA)** | **Drafter C     Location: Gilboa** | **MINIMUM QUALIFICATIONS:**  Required Skills: Three years experience as a Drafter. Completely familiar with routine engineering formula, reference books, proper use of materials, must know standard shop and field practices as relates to the actual manufacture and construction of the work for which drawings are being prepared.  Two year degree (drafting or engineering) required. | **salary commensurate with education and experience** | **8/17/2017** |  |  |