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| New Postings~ March 3, 2016 | |  |  |  |
| **Agency** | **Position** | **Position Requirements** | **Projected Salary** | **Expiration Date** |
| **Children and Family Services, Office of (OCFS)** | **Cook Location: Finger Lakes Residential Center (Tompkins County)** | **Minimum Qualifications:**   Three years of experience in large-scale cooking, one year of which must have included regular supervision of subordinate employees or working inmates.  (Large scale is defined as 400 meals daily) | $18.20 Hourly | 3/10/2016 |
| **Children and Family Services, Office of (OCFS)** | **Youth Division Aide 3 (Hourly) Location: Taberg Residential Aide (Oneida 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 Hourly | 3/26/2016 |
| **Children and Family Services, Office of (OCFS)** | **Affirmative Action Administrator 4  Location:  Capital View Office Park 52 Washington St. Rensselaer, NY 12144** | **Minimum Qualifications:**   Bachelor's degree and five years’ experience in equal employment opportunity, human rights, or affirmative action.   Qualifying experience includes experience with community service organizations concerned with affirmative action, equal employment opportunity, civil rights, diversity management, minority business development, or similar programs; experience in recruiting, training, and upgrading the educational and job qualifications of protected class members; and personnel administration or labor relations experience directly related to affirmative action.   At least two years of this experience must have been at a management or supervisory level. Two additional years of such experience may substitute for a bachelor's degree.    A master's degree may substitute for one year of the general experience | $78,752-$99,545 | 3/17/2016 |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Dental Hygienist Location: Ulster Correctional Facility (Ulster County)** | **Minimum Qualifications:** On or before the date of filing your application, you must be licensed to practice as a Dental Hygienist in New York State. | $40,172 | 3/24/2016 |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Offender Rehabilitation Coordinator (Spanish Speaking) Location: Collins Correctional Facility (Erie County)** | **Minimum Qualifications:** A Bachelor’s Degree in correctional studies, counseling, criminal justice, psychology, social work, sociology, or vocational rehabilitation and two years of experience providing individual and/or group counseling in a recognized correctional, criminal justice, or community/human services program aimed at assisting clients with the resolution of major social, behavioral, and personal problems. Experience must have included responsibility for conducting counseling sessions designed to provide the participant(s) with counseling for significant social and personal problems such as alcohol and drug abuse, mental, behavioral, and emotional problems. Substitution: a Master’s Degree in correctional studies, counseling, criminal justice, psychology, social work, sociology, or vocational rehabilitation may be substituted for one year of the required experience. The additional minimum qualifications for Offender Rehabilitation Coordinator (Spanish Language): you must also demonstrate your Spanish language proficiency at a level that will assure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test. | $55,126 | 3/24/2016 |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Alcohol & Substance Abuse Treatment Program Assistant Location: Hale Creek Correctional Facility (Fulton County)** | **Minimum Qualifications:** Current certification as a New York State Credentialed Alcoholism and Substance Abuse Counselor (CASAC); Or current certification as a New York State Credentialed Alcoholism and Substance Abuse Counselor Trainee (CASAC-T) and one year of post certification qualifying experience;\* Or three years of qualifying experience.\* An associate’s degree (or higher) in an approved area\*\* may be substituted for two years of this experience. \*Qualifying experience consists of professional or paraprofessional experience in a program whose primary mission is alcohol and/or substance abuse treatment. The program can be in a hospital, correctional facility, school, community based prevention/intervention or other addiction recovery program. Your experience must include all of the following functions: individual or group counseling, intake/assessment, treatment planning, case work, consultation, and the development of substance abuse or dependence diagnostic impression. Your counseling or case work experience must have focused primarily on the establishment of an ongoing, one-to-one relationship between you and the client, to establish and maintain recovery, and prevent relapse. Group experience must have focused primarily on responsibility for conducting group sessions designed to provide the participants with services for alcohol/substance abuse problems. \*\*Approved associate’s or higher degree areas for this examination are: anthropology, audiology, child development/family relations, community mental health, chemical dependence administration, correctional studies, counseling/guidance, criminal justice, education, gerontology, health administration, health education, human services, nursing, nutrition, pastoral counseling, psychology, rehabilitation counseling, religious studies, social work, sociology, special education, speech pathology, therapy (including art, dance, drama, music, occupational, physical and recreational) and vocational counseling. | $41,993 | 3/24/2016 |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Recreation Program Leader 1 Location: Groveland Correctional Facility (Livingston County)** | **Minimum Qualifications:** Must have an associate's degree in physical education, recreation, recreational therapy, or a closely related recreational field\* AND two years of experience directing or assisting in the direction of a scheduled, organized recreational program; Or a bachelor's degree in physical education, recreation, recreational therapy, or a closely related recreational field\*; Or a bachelor's degree AND two years of experience as described in #1 above. \*Qualifying closely related field degrees (for the 2/6/16 exam) are: athletic training, exercise science, kinesiology (athletic training), kinesiology (physical education), kinesiology (sports management), movement and science, recreation and leisure studies, recreation education, recreation management, sports management, or therapeutic recreation. | $41,993 | 3/24/2016 |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Plumber & Steamfitter Location: Elmira Correctional Facility (Chemung County)** | **Minimum Qualifications:** Successful completion of a NYS two-year Plumber & Steamfitter Traineeship or NYS two-year plumbing training program; OR successful completion of any equivalent plumbing two-year training or apprenticeship program; OR four (4) years of full-time experience in plumbing under a skilled journey-level plumber which would provide training equivalent to that given in an apprenticeship program. Apprenticeship training in plumbing or training gained by completion of technical courses at a school, institute, or branch of the Armed Services may be substituted on a year-for-year basis. | $40,172 | 3/24/2016 |
| **Corrections and Community Supervision, Department of (DOCCS)** | **General Mechanic Location: Marcy Correctional Facility (Oneida County)** | **Minimum Qualifications:** 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. | $40,172 | 3/24/2016 |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Head Laundry Supervisor Location: Eastern NY Correctional Facility (Ulster County)** | **Minimum Qualifications:** Three (3) years of satisfactory experience in a large commercial or institutional laundry, one year of which must have been as a lead worker or serving in a supervisory capacity over employees, inmates, or clients/consumers. | $40,172 | 3/24/2016 |
| **Dormitory Authority, (DASNY)** | **Senior Contract Administrator    Location: Albany** | **MINIMUM QUALIFICATIONS:** Bachelor's degree plus five years relevant experience, including two years supervisory experience or the successful completion of a designated supervisor training during probationary period. **Preferred Qualifications** Bachelor's degree in Business Administration, Public Administration or related field, plus five years experience managing an administrative function at a comparably sized organization, including two years supervisory experience. Knowledge of public contracting, building design and construction processes. Thorough knowledge of the details of typical business overhead expenses. Experience with the interpretation and execution of contract documents. | $81,403 | 3/10/2016 |
| **Dormitory Authority, (DASNY)** | **Senior Architect Location: Rochester** | **MINIMUM QUALIFICATIONS:** Bachelor's degree plus seven years relevant post-license experience, including four years supervisory experience or successful completion of designated supervisor training during probationary period. Must be licensed and registered in NYS as a Registered Architect. Must possess a valid driver’s license. Knowledge of the design and construction of educational, hospital and courthouse facilities. **Preferred Qualifications** Bachelor's degree in Architecture plus ten years relevant post-license experience, including four years experience supervising and evaluating professional staff. Must be licensed and registered in NYS as a Registered Architect. Must possess a valid driver’s license. Management experience. Knowledge of the design and construction of educational, hospital and courthouse facilities. Experience with CAD and BIM. | $99,008 | 3/10/2016 |
| **Dormitory Authority, (DASNY)** | **Confidential Administrative Assistant Location: NYC** | **MINIMUM QUALIFICATIONS:** High-school diploma plus ten years relevant experience or an Associate’s degree plus eight years relevant experience or a Bachelor’s degree and five years of relevant experience. **Preferred Qualifications** Bachelor’s degree and five years of relevant experience. **Essential Skills** § Excellent oral and written communications skills. § Demonstrated organizational skills and ability to prioritize. § Strong interpersonal skills. § Demonstrated ability to work independently. § Proficiency in PC applications such as Outlook, Excel, Access, Word and PowerPoint. § Demonstrated judgment and discretion in matters of confidentiality | $44,257 | 3/15/2016 |
| **Environmental Conservation, Department of** | **Fish and Wildlife Technician 1 (Seasonal), 3 Positions Vacancy ID: 27840  Location: 21 S Putt Corners Road, New Paltz, NY 12561  (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. Valid NYS Driver’s License required.   **Duties Description** Sample fish in the Hudson River. Knowledge of use of large fishing gears, operation of outboard boats, fish ID. Ability to lift 50 lbs, maneuver in/out of boats, strenuous pulling. Experience in data entry, scale prep, equipment maintenance. Background in marine fisheries helpful. Three positions will be filled. All positions are expected to begin on 4/1/ 2016. The duration of the positions will be discussed at the interview. | $15.40 Hourly | 3/10/2016 |
| **Environmental Conservation, Department of** | **Environmental Education Assistant (Seasonal) Vacancy ID: 27905  Location: 182 East Union St, Suite 3 Allegany, NY   (Cattaraugus County)** | **MINIMUM QUALIFICATIONS:** Minimum: 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 with and knowledge of the Sportsman Education Program and it's mission.   Must have a driver’s license.  **Duties Description** Assist in the delivery of the Sportsman Education program, train, certify and supply instructors, maintain inventory, register classes, prepare teaching aids, distribute teaching materials and assist the public. Evening and weekend work required. | $15.21 Hourly | 3/10/2016 |
| **Environmental Conservation, Department of** | **Fish and Wildlife Technician 1 (Seasonal) Vacancy ID: 28109  Location: 1385 Morgan Road, Savannah, NY     (Wayne 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. Valid NYS Driver’s License required.   **Duties Description** Duties will involve assisting a Biologist and Technician with management of public lands. Assist with wetland and grassland restoration projects, and surveys to monitor vegetation and wildlife response. Tasks will include: invasive plant monitoring and control; maintenance of water control structures and wetland impoundment surveys; waterfowl banding; marsh, forest and grassland bird surveys; bat acoustic surveys; and record keeping and report writing.   **Additional Comments** All candidates must possess a valid NYS Driver’s License. Many surveys will involve early morning and late evening hours. Most of the work will be outdoors and require outdoor skills (canoe, motorboat, 4-wheeler operation) and willingness to deal with unpredictable conditions, poison ivy, biting insects, weather, etc. The best candidates will be well versed in some or all of the following: wildlife habitat management practices, identification of plants and wildlife, waterfowl banding, public outreach and education; and, will possess general outdoor, construction, farming and mechanical skills.  Actual work hours may vary and will be discussed at interview. | $15.40 Hourly | 3/16/2016 |
| **Environmental Conservation, Department of** | **Parks and Recreation Aide 4 (Seasonal) Vacancy ID: 27916  Location: Green Island Maintenance Center  18 Boat House Lane Bolton Landing     (Warren County)** | **MINIMUM QUALIFICATIONS:** Qualifications Must have and maintain a valid driver's license. Will be required to lift heavy loads for extended hours. Preferred qualifications: Ability to pilot a boat and knowledge of Lake George and/or Schroon Lake.   **Duties Description** Perspective candidate will be responsible assisting in maintaining navigational aides on Lake George and Schroon lake. This will require lifting navigational buoys weighing between 50-100 lbs, in and out of a work boat under the direction of the navigational aid lead person. In addition the position requires working on lakes daily, during inclement weather. The ability to learn and use a GPS is required. Proper radio etiquette is required, as is the ability to converse with the public in a professional manner. | $11.00 Hourly | 3/10/2016 |
| **Environmental Conservation, Department of** | **Parks and Recreation Aide 4 (Seasonal) Vacancy ID: 27917  Location: Green Island Maintenance Center  18 Boat House Lane Bolton Landing     (Warren County)** | **MINIMUM QUALIFICATIONS:** Must have and maintain a valid driver's license. Will be required to lift heavy loads for extended hours. Preferred qualifications: Ability to pilot a boat and knowledge of Lake George.   **Duties Description** Perspective candidate will be responsible for assisting in installing and removing docks for the Lake George Islands Campground. Removing trash and cleaning camping sites and primitive toilets. Assisting in construction and painting. Mowing and trimming lawns, clearing brush. This will require lifting heavy loads in and out of a work boat. In addition the position requires working on lakes daily, during inclement weather. Proper radio etiquette is required, as is the ability to converse with the public in a professional manner. | $11.00 Hourly | 3/10/2016 |
| **Environmental Conservation, Department of** | **Office Assistant 1 (Seasonal) Vacancy ID: 27911  Location: Albany** | **MINIMUM QUALIFICATIONS:** There are no education or experience requirements. **Duties Description** This position is in Division of Water Bureau of Water Permits assist with the data processing tasks associated with administration of the Stormwater General Permits. A seasonal data processing clerk to assist with the following tasks: - Processing Notices of Intent submitted to gain, renew or modify coverage - Check for completeness of the Notices of Intent - Return incomplete forms with letter of explanation - Data entry and maintenance of databases - Follow up on non-responders and returned mail. - Annual Report review and follow up - Annual Reports are given a cursory review to confirm ID before entering the receive date in database. - Scans paper documents into electronic format and file them in electronic folders - Discharge Monitoring Report (DMR) review and follow up - The data has been submitted on standard DMRs provided by the Department - Standard DMRs are unaltered - Where lab reports have been submitted, that the results have been entered on DMRs - The signature is original - Report is completed in ink - Numeric values (not abbreviations) have been entered - Where cover letters indicate that representative outfalls or other waivers have been claimed, the DMR has been notated according to directions from the CAS - Facility files are checked to confirm that the proper documentation has been submitted for waivers claimed. | $11.93 Hourly | 3/10/2016 |
| **Gaming Commission** | **Minority Business Specialist 2    Location: Schenectady** | **MINIMUM QUALIFICATIONS: Promotion Qualifications:** One year of permanent service as a Minority Business Specialist 1, SG-18; Affirmative Action Administrator 1, SG-18; or Compliance Specialist 1, SG-18. **Open Competitive and Non-Competitive Qualifications:** Five years of experience in the planning, development, implementation, and review of programs dealing with equal employment opportunity, human rights, affirmative action, minority business program coordination, affirmative action compliance review, labor relations directly relating to affirmative action, or in the development and administration of programs directly related to minority community access to employment or business opportunities in the public and private sector. One year of this experience must have been in a management or supervisory capacity. Graduate and undergraduate credits may be substituted for experience, on the basis of 30 credit hours for each six months of experience. | $67,703 | 3/10/2016 |
| **Gaming Commission** | **Racing and Wagering Investigator    Location: NYC** | **MINIMUM QUALIFICATIONS:** Three years of professional level experience in gaming regulation or investigation, accounting, or auditing, or satisfactory combination of the above OR four years of criminal investigative experience involving fraud, corruption, and/or organized crime and preparation of information and evidence usable in civil litigation or criminal prosecution.  **Substitution:** A Bachelor’s degree may be substituted for one year of the qualifying experience. A Bachelor’s degree in criminal justice or police science, or a JD or LLB degree may be substituted for three years of the criminal investigative experience. | $50,618 | 3/17/2016 |
| **General Services, Office of** | **Office Assistant 1 Stores/Mail (Hourly)   Item#16-84-JM  Location: Consolidated Warehouse Guilderland Center** | **MINIMUM QUALIFICATIONS:** There are no education or experience requirements.   **Duties:** • Receive warehouse deliveries and distribute items and publications upon request. • Maintain accountability of warehouse items using SFS inventory system.  • Perform support and clerical work such as document preparation, scheduling, and related activities. • Prepare and submit Bills of Lading to supervisor and receiving agency after issuing warehouse equipment. • Maintain records and perform routine preventative maintenance checks and services.  • Operate Material Handling Equipment. • May be required to respond to warehouse emergencies 24 hours a day, 7 days a week. | $13.82/hour | 3/7/2016 |
| **General Services, Office of** | **Welder    Item#16-90-JK  Location: Albany** | **MINIMUM QUALIFICATIONS:** Successful completion of a NYS two-year Welder Traineeship\* or NYS two-year welder training program\*; OR successful completion of any equivalent welding two-year training\* or apprenticeship program\*; OR four (4) years of full-time experience in the welding trade under a skilled journey-level welder which would provide training equivalent to that given in an apprenticeship program. Apprenticeship training in the welding trade or training gained by completion of technical courses in the welding trade at a school, institute, or branch of the Armed Services may be substituted on a year-for-year basis.  \* As part of the Traineeship or training program, candidates must successfully complete 288 hours of trade-specific classroom instruction, 45 hours of technical math, 45 hours of technical communications, and 15 hours of blueprint/schematic reading coursework with an average grade of C or better. Additionally, candidates must successfully complete 4,000 hours of on-the-job training.  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.  • A 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.    Per Agreement between the Civil Service Employees Association, Inc. and the State of New York, Article 45 (c) the requirement to prove qualification shall rest with the employee. | $40,172 | 3/17/2016 |
| **General Services, Office of** | **Machinist    Item#16-89-JK   Location: Albany** | **MINIMUM QUALIFICATIONS:** Successful completion of a NYS two-year Machinist Traineeship\* or NYS two-year Machinist training program\*; OR successful completion of any equivalent Machinist two-year training\* or apprenticeship program\*; OR four (4) years of full-time experience in the machinist trade under a skilled journey-level Machinist which would provide training equivalent to that given in an apprenticeship program. Apprenticeship training in the machinist trade or training gained by completion of technical courses in the machinist trade at a school, institute, or branch of the Armed Services may be substituted on a year-for-year basis.   \* As part of the Traineeship or training program, candidates must successfully complete 288 hours of trade-specific classroom instruction, 45 hours of technical math, 45 hours of technical communications, and 15 hours of blueprint/schematic reading coursework with an average grade of C or better. Additionally, candidates must successfully complete 4,000 hours of on-the-job training.  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.  • A 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.    Per Agreement between the Civil Service Employees Association, Inc. and the State of New York, Article 45 (c) the requirement to prove qualification shall rest with the employee. | $40,172 | 3/17/2016 |
| **Health, Department of** | **Health Program Director 1, Item #63469    Location: Albany** | **Minimum Qualifications:**  • Nine (9) years professional level work experience, three (3) of which must have included managerial, decision-making, and/or oversight of a major health-related program or in the direction of a major administrative function of a large health-related organization. A Bachelor’s degree may be substituted for four (4) years of the general professional experience; a Master’s degree in an appropriate field may be substituted for an additional year of that experience.  **PREFERRED QUALIFICATIONS**  Seven years experience working in senior management positions in a managed care plan, insurance company or a management services organization that manages the day-to-day operations of a health plan, or government programs such as Medicaid managed care and/or Child Health Plus, including management of staff performing related duties. Knowledge of New York’s managed care and insurance regulatory environment, public health insurance programs, and the requirements under the federal Affordable Care Act. | $96,672 | 3/17/2016 |
| **Health, Department of** | **Compliance Assistant, Item #22002    Location: Albany** | **Minimum Qualifications:**  Two years of experience performing paraprofessional duties assisting in the conduct of investigations \* OR Two years of paraprofessional experience in a health or human service agency at the state or local level, such as community relations or outreach representative activities, related to health or human services provided to minority or low income populations\*  (\* Strictly clerical duties such as typing, filing, record keeping, and/or reception will not be considered qualifying experience.)   **Preferred Qualifications**: The preferred candidate would have a two year degree or credit hour equivalent in Criminal Justice and one year of experience in conducting field investigations, including interviewing witnesses and writing of investigative reports. Ability to manage multiple projects and priorities. Possession of a current, valid NYS Driver’s License is preferred. | $37,998 - $46,573 | 3/17/2016 |
| **Health, Department of** | **Chief of Medical Services     Location: Veterans Home in Batavia** | **Minimum Qualifications:**  Possession of a license and current registration to practice medicine in New York State, plus six years of experience in the practice of medicine, two years of which must be in an administrative or supervisory capacity. Appointee must maintain full licensure and registration to practice medicine in New York State after appointment. Appointee must be eligible for and maintain eligibility for full and unconditional participation in Medicaid and Medicare programs and must maintain eligibility after appointment. Appropriate certification by an American Medical Specialty Board and one year of post certification experience in that specialty can be substituted for four years of general experience.  **Preferred Qualifications:** Board certification in Geriatric Medicine and/or Certification as a Medical Director (AMDA), and experience in a long term care facility. Understanding and commitment to the Home’s core values and philosophy that residents come first is also a criterion for selection. | $110,453 to $170,000 | 3/17/2016 |
| **Health, Department of** | **Health Program Director  Item # 46442     Location: Albany** | **Minimum Qualifications:**  Nine years of professional level work experience, three of which must have included managerial, decision-making, and/or oversight of a major health-related program or in the direction of a major administrative function of a large health related organization. A bachelor’s degree may be substituted for four years of the general professional experience; a master’s degree in an appropriate field may be substituted for an additional year of that experience. **Preferred Qualifications**:  Experience with Medicare and Medicaid services, procedures, processes and rules. Experience managing relationships with diverse stakeholders. Experience developing trainings on best program practices. Experience facilitating team building. Experience developing prioritizing goals and protocols for ensuring compliance with project requirements. | $96,672 | 3/17/2016 |
| **Health, Department of** | **Health Program Director 1 Item # 13001     Location: Albany** | **Minimum Qualifications:**  Nine years of professional level work experience, three of which must have included managerial, decision-making, and/or oversight of a major health-related program or in the direction of a major administrative function of a large health related organization. A bachelor’s degree may be substituted for four years of the general professional experience; a master’s degree in an appropriate field may be substituted for an additional year of that experience. **Preferred Qualifications**:  • A Master’s degree in Finance, Business Administration or relevant discipline;  • Six (6) years of professional level experience in health care and/or health insurance financial management, three (3) years of which included leadership or managerial decision making and oversight responsibilities of a major financial function;   • Strong interpersonal skills with the ability to deal professionally and successfully with internal and external stakeholders; and • Strong problem solving, coalition and team building, analytical and organizational skills; strong presentation skills; ability to work independently. | $96,672 | 3/17/2016 |
| **Mental Health Office of** | **Associate Counsel  Location: Albany** | **Minimum Qualifications:**  Candidates must be a member of the bar and licensed to practice in New York State for a minimum of seven (7) years. Preferred candidates will have extensive experience providing legal counsel and conducting individual or class-action litigation, and experience in mental health or disability law is preferred. | salary commensurate with education and experience | 3/17/2016 |
| **Mental Health Office of** | **Maintenance Assistant, Temporary/Hourly  Location: NYC** | **Minimum Qualifications:**  Two years of experience in maintenance or mechanical work under the supervision of a skilled trade worker or completion of an appropriate two-year technical school course. Possession of a valid New York State driver’s license is preferred, but not required, for this position. This position will be part of the Downstate Heating, Ventilation, and Air Conditioning (HVAC) Preventive Maintenance (PM) team, which will be responsible for performing HVAC preventive maintenance tasks at various psychiatric centers in the New York City region. The team will perform ongoing inspections, preventative maintenance, repairs, and maintain records of the downstate facilities’ HVAC systems. **Candidates are not eligible for reimbursement of travel costs.** • Inspect air handling units and check felt or rubber gaskets around access doors, steam traps for proper operation, and internal linings. • Inspect fan blades and moving parts for excessive wear or dust buildup; replace or clean as required. • Inspect bolts on supply and return fans for proper tension and wear; adjust tension or alignment if necessary or replace if required. • Clean fan coil units by brushing, blowing, vacuuming, or pressure washing; flush and clean condensate pans and drains. Ability to understand and carry out written and oral instructions. • Provide support as needed for supervisors and co-workers on assignments. | $16.27 per hour | 3/17/2016 |
| **Mental Health Office of** | **General Mechanic, Temporary/Hourly  Location: NYC** | **Minimum Qualifications:**  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. Possession of a valid New York State driver’s license is preferred, but not required, for this position. This position will be part of the Downstate Heating, Ventilation, and Air Conditioning (HVAC) Preventive Maintenance (PM) team, which will be responsible for performing HVAC preventive maintenance tasks at various psychiatric centers in the New York City region. The team will perform ongoing inspections, preventative maintenance, repairs, and maintain records of the downstate facilities’ HVAC systems. **Candidates are not eligible for reimbursement of travel costs.** • Specific duties to be performed may include, but are not limited to, the following: • Working knowledge and ability to perform/use the methods, material, tools and equipment used in the HVAC trade. • Clean, maintain and repair HVAC equipment, calibrate controls, perform air testing, replace filters and test and chemically treat HVAC systems. • Inspect air handling units under load for excessive noise, vibration, leaks, or heat. • Flush and clean coil condensate pans and drains. • Inspect supply and return fan motor starter/control center to verify operation of starter and inspect contact surfaces for wear or pitting; verify overload setting and check/tighten all electrical connections. • Inspect motor and pump alignment; correct as needed • Ability to understand and carry out written and oral instructions. • Provide support as needed for supervisors and co-workers on assignments. | $19.24 per hour | 3/17/2016 |
| **Mental Health Office of** | **Advocacy Specialist 2,  Location: NYC** | **Minimum Qualifications:**  Candidates must possess a bachelor’s degree and two years’ experience as a professional 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 one year of experience as a professional advocate or service provider in the field of rehabilitation, developmental disabilities, or mental health; OR four years of experience as a professional advocate or service provider in the field of rehabilitation, developmental disabilities, or mental health; OR one year of experience as an Advocacy Specialist 1, Grade 14. | $52,293 - $66,494 | 3/17/2016 |
| **Military and Naval Affairs, Division of** | **Construction Project Administrator 2 Vacancy #16-10 Location: New York State Division of Military and Naval Affairs Headquarters Directorate of Facilities Management and Engineering Latham** | **MINIMUM QUALIFICATIONS:** Two years of college study\* in engineering, engineering technology, architectural technology, construction technology or similar field of study and five (5) years of satisfactory full-time experience in building construction field; with at least two (2) years of experience in building construction project management; OR A Bachelor’s Degree in engineering, architecture, landscape architecture, construction technology, architectural technology, or similar field of study and a minimum of two (2) years satisfactory full-time experience in building construction field; with at least one (1) year of experience in building construction project management.\*\* AND Proficient in using CAD software. \*\*\* Must be proficient in, and able to independently use Microsoft Office software – MS Word and Excel. Ability to use PowerPoint and/or Access also preferred. \*\*\* Within Ninety (90) days of appointment must successfully complete all SFS and GFEBS financial training as related to job assignments. \*\*\* Must have and maintain a valid driver’s license to operate a motor vehicle in the State of New York. Must be able to read, understand and interpret contracts, design plans, and other technical documents, often containing regulatory and complex building construction terminology. \* Associates Degree or Certification in field of study is preferred. \*\* Military experience and education, may be considered, however, candidate must demonstrate direct relevance to the job duties and abilities noted above. \*\*\* Should related systems, regulations, procedures and requirements change, additional training and/or certifications may be required. 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. At all times, the employee MUST maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination. NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Directorate for any further information regarding the position requirements. | $72,868 to $87,351 | 3/17/2016 |
| **Parks, Recreation and Historic Preservation, Office of** | **Forest Health Specialist, 2 positions available, Location: - Allegany State Park Salamanca** | **MINIMUM QUALIFICATIONS:**  • An undergraduate degree or 4 years’ experience related to forestry, environmental studies, forest/stream ecology, natural resource management, invasive species management, or a relevant discipline such as general biology. • Experience in collection of field data and ecological monitoring methods. • Ability to navigate in backcountry conditions with map and compass and/or GPS.  • Working knowledge of GIS to create maps with collected data.  • Experience in interacting with and/or educating the public. • Familiarity with invasive insects and their impacts.  • Interest in and commitment to environmental stewardship. • Comfortable working in a team of two with minimal day to day oversight.  • Strong level of physical fitness with little to no fear of heights. • Excellent organizational skills in a field setting. • Some knowledge of New York flora and fauna, particularly tree identification.  • Committed to environmental stewardship and a team-oriented approach to solving day to day challenges.  • Must have some personal camping equipment and be comfortable camping frequently for the duration of employment. • A valid driver’s license | $13.82 per hour - 22 weeks plus per diem when traveling | 3/25/2016 |
| **Parks, Recreation and Historic Preservation, Office of** | **Invasives Species Strike Team Specialist, 6 positions available, Location: Minnewaska State Park Preserve Gardiner, NY 12525 or Clark Reservation State Park Jamesville, NY 13078** | **MINIMUM QUALIFICATIONS:**  • Course work related to forestry, environmental studies, ecology, natural resource management, or a relevant discipline such as conservation biology. • Experience with GPS/GIS and ecological monitoring methods.  • The ability to work, and maintain a good attitude, while preforming physical work in summer conditions.  • Some knowledge of invasive New York flora and fauna.  • Strong interest in and commitment to environmental stewardship and team-oriented approach to solving environmental challenges.  • Must have some personal camping equipment and be comfortable camping weekly for the 25 weeks of employment • Backcountry orienteering and Leave No Trace camping experience a plus. | $11.00 per hour - 25 weeks, plus travel per diem | 3/25/2016 |
| **Parks, Recreation and Historic Preservation, Office of** | **Invasives Species Strike Team Supervisor   2 positions available  Location: Eastern Invasive Species Strike Team Minnewaska State Park Preserve  Gardiner, NY 12525 or Western Invasive Species Strike Team Clark Reservation State Park Jamesville, NY 13078** | **MINIMUM QUALIFICATIONS:**  • A degree related to forestry, environmental studies, ecology, natural resource management, or a relevant discipline such as conservation biology. • One year or more of experience with invasives species identification and control methods. • One year supervisory experience minimum. • Excellent organizational skills in a field setting. • Enthusiasm for preforming manual labor outdoors in rough terrain in summer conditions.  • A working knowledge of GPS/GIS and ecological monitoring methods.  • Commitment to thorough data collection. • Some knowledge of New York flora and fauna.  • Strong interest in and commitment to environmental stewardship and team-oriented approach to solving environmental challenges.  • Must possess a valid driver’s license. • Must have some personal camping equipment and be comfortable camping weekly for the 25 weeks of employment. • Backcountry leadership, Leave No Trace knowledge NOLS or Outward Bound training a plus. | $13.82 per hour - 25 weeks, plus travel per diem | 3/25/2016 |
| **Parks, Recreation and Historic Preservation, Office of** | **Wildlife Unit Assistant   Location: Albany** | **MINIMUM QUALIFICATIONS:**  Two to four years of college experience in biology, ecology, natural resource management, or related field; a valid driver’s license; fieldwork experience is required and experience with monitoring wildlife and plant identification is preferred. Proficiency with Microsoft Office is required and ArcGIS is preferred.   Start Date: May 2016 End Date: August-Sept. 2016 Duties 1. Field work (e.g. deer density assessments; vegetation monitoring; Canada goose egg oiling and molt counts; installation and monitoring of beaver flood control devices); 2. Working with past and current data in Microsoft Office and preferably ArcGIS; 3. Assisting with research in wildlife ecology and management techniques and providing written summaries or small reports; 4. Assisting park staff with natural resource stewardship activities, as needed.   Knowledge, Skills and Abilities The applicant must be able to work as a member of a small team and must be comfortable working in both the field and the office. The applicant must have excellent written and verbal communication skills and be meticulous in the collection and handling of data. Fieldwork may involve working under a variety of weather conditions, wearing waders, carrying moderately heavy gear and exposure to poison-ivy, leeches, ticks and mosquitoes. Overnight travel may be required. Office work will include data entry and analysis, research and writing. | $12.53/hour | 3/31/2016 |
| **People with Developmental Disabilities , Office of (OPWDD)** | **Central New York - Deputy Director 2  Item #2016-111   Location: 187 Northern Concourse, North Syracuse, NY 13212** | **MINIMUM QUALIFICATIONS:** Possession of a Master’s Degree in a mental hygiene discipline (e.g., occupational therapy, physical therapy, social work, speech pathology and audiology, psychology, recreation, rehabilitation counseling, education or nursing), hospital administration, business or public administration or other area specifically related to health care, behavioral or social science, statistics, quantitative research; OR a valid license to practice medicine in New York State or Canada; AND three years of progressively responsible administrative, management, or supervisory experience in a mental hygiene or health/human services setting, or comparable setting, delivering individualized and customized services. Experience must be at a leadership level, with broad policy-influencing responsibility for fiscal and program administration. OR A Bachelor’s Degree in any of the disciplines listed above and five years of progressively responsible administrative, management, or supervisory experience in a mental hygiene or health/human services setting, or comparable setting, delivering individualized and customized services. Experience must be at a leadership level, with broad policy-influencing responsibility for fiscal and program administration. OR Ten years of progressively responsible administrative, management, or supervisory experience in a setting whose purpose is to serve the needs of a developmentally disabled population by delivering individualized and customized services. Five years of this experience must be at a leadership level with broad policy-influencing responsibility for fiscal and program administration. | $118,847 – $149,486 | 3/17/2016 |
| **People with Developmental Disabilities , Office of (OPWDD)** | **Special Investigator, (2) positions   Item #2016-110   Location: Albany** | **MINIMUM QUALIFICATIONS:** Eight years of field investigative or law enforcement investigative experience, two years of which must have been in a supervisory role. 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. NOTE: Non-qualifying experience includes tax collections; service as a security guard or officer, or fire and safety inspector; credit verification; auditing; employment interviewing; building surveillance; traffic enforcement; performing routine inspections or surveys.  OR: One year permanent experience as an Internal Investigator 1 OPWDD, SG-18.  Substitutions include:  An Associate’s degree for two years of field investigative or law enforcement investigative experience; OR two years of OPWDD experience for two years of field investigative or law enforcement investigative experience; OR a Bachelor’s degree for four years of field investigative or law enforcement investigative experience. Regardless of any substitution, all candidates must have a least two years of supervisory field investigative experience or supervisory law enforcement investigative experience. | $65,788-$82,195 | 3/17/2016 |
| **People with Developmental Disabilities , Office of (OPWDD)** | **Assistant Counsel   Location: Albany** | **MINIMUM QUALIFICATIONS:**  Admission to practice before New York courts; experience in the labor and employment law fields; litigation experience including having tried jury, non-jury, arbitration and/or administrative hearing cases. Excellent writing skills. | $87,404 – 110,451 | 3/17/2016 |
| **Power Authority, New York (NYPA)** | **Manager, Recruiting, Tracking Code: 3496   Location: White Plains** | **MINIMUM QUALIFICATIONS:** Bachelor’s degree with emphasis in Human Resources or related field. · 7+ years’ experience of high volume recruitment in a technical environment · Minimum two years of team lead/people management experience · Extensive knowledge of State and Federal Employment regulations · Proficient in Microsoft Office Suite applications including Word, Excel, Power Point, Applicant Tracking Systems and Outlook · 10% travel within New York State **Required Skills** · Ability to form strong relationships and partnerships at all levels of the organization and with external candidates, vendors and core schools. · Strong communication skills with a focus on asking questions and listening to understand. · Strong knowledge of Social Media Recruiting (Twitter, LinkedIn, Facebook) · Strong analytical skills · High degree of organizational skills · Excellent negotiation skills · Job interviewing skills · Managerial and leadership skills · Ability to work effectively both independently and as part of a team. · Must be proactive and be able to multi-task a high volume of positions, candidates, etc. · Maintains a high level of confidentiality and professionalism · Ability to work in a fast paced, quickly changing environment | $110,160 | 3/17/2016 |
| **Power Authority, New York (NYPA)** | **Technician C Tracking Code: 1817   Location: Lewiston** | **MINIMUM QUALIFICATIONS:** **Required Skills** Two year AAS Electrical Engineering/Electronic Technology degree. **Required Experience** 5 to 7 years of related experience. | $38.87 | 3/17/2016 |
| **Power Authority, New York (NYPA)** | **Security Guard Tracking Code: 50005984   Location: Gilboa** | **MINIMUM QUALIFICATIONS:** High school graduate with two years’ experience in related field and possess a valid new York State driver's license. Candidate must be trustworthy person who can meet all the standards of the New York State Guard Act and be able to obtain and maintain Security Guard License with the State of New York Licensing Department. Candidate must successfully complete a pre-employment examination and pre-employment background check to include polygraph, criminal history check, and physical exam with drug screen. Person must possess excellent interpersonal skills as well as strong verbal and written communication skills to appropriately deal with the public on a daily basis. Must be familiar with computer software and be able to write clear concise reports. Candidate must be in general good health as determined by a physician on an annual basis. | $26.97 | 3/17/2016 |
| **Tug Hill Commission** | **Associate Director or Director of Community & Regional Projects   Location: Watertown** | **MINIMUM QUALIFICATIONS:** Education: Master’s degree in public administration, planning, natural resources, community development, environmental science, or related field. A bachelor’s degree in one of those areas with a higher level of experience may be substituted for a master’s degree. Experience: Depending on the qualifications of candidates, the Commission reserves the right to hire at either the Associate Director or Director level. Requirements for each are as follows: Associate Director: 2-3 years of progressively responsible work in public administration, community development, natural resources or other related field. Supervisory experience desired but not required. Director: 3-5 years of progressively responsible work in public administration, community development, natural resources or other related field. Supervisory experience required. For either level, experience working with local governments in NY highly desired. The successful candidate must also have excellent oral and written communication skills. | $64,498 -$69,617 | 4/11/2016 |