



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

ANNOUNCEMENT OF TRANSFER OPPORTUNITY

TITLE	Office Assistant 2 - 81512
SALARY/ SALARY GRADE	\$33,972- \$41,756 Grade 9
NEGOTIATING UNIT	CSEA Administrative Services (02)
LOCATION	Office of Primary Care and Health Systems Management Center for Health Care Policy and Resource Development Division of Workforce Transformation Albany, NY
MINIMUM QUALIFICATIONS	NYS employee with one year or more of competitive, permanent or contingent-permanent status as a Clerk 2 and/or Office Assistant 2, G-9 OR a NYS employee with one year of permanent or contingent-permanent service in a title at or above salary grade 7 and eligible for transfer under Section 70.1 of the Civil Service Law.
PREFERRED QUALIFICATIONS	Excellent communication, analytical and organizational skills. Experience with Microsoft Word, Excel spreadsheets and Outlook. Ability to work independently in a fast paced environment and prioritize multiple assignments.
RESPONSIBILITIES	The Office Assistant 2 (OA2) will be located in the Division of Workforce Transformation, Center for Health Care Policy and Resource Development. The Division develops and manages workforce and Graduate Medical Education programs and activities related to the development of New York State's health care workforce. The OA2 will be responsible for providing complex administrative support to staff including the Director and Deputy Director. This position will work with a team of other administrative professionals in the Division to ensure consistent, high quality support for program activities. The OA2 will assist in contract management through the State Financial System of several workforce and GME grants. Other routine duties include monitoring email and calendars, scheduling meetings, preparing meeting materials, coordination of travel, scanning confidential documents, filing program documents and providing support for the main telephone line.
CONDITIONS OF EMPLOYMENT	Permanent, competitive, full-time.
APPLICATION PROCEDURE	Submit resume, preferably in PDF format, to Human Resources Management Group, CB/OA/81512 Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237- 0012, or by fax to (518) 473-3395, or by email to resume@health.ny.gov , with Reference Code CB/OA/81512 included in the subject line. <u>Failure to include the required information in the subject line of your email or fax may result in your resume not being considered for this position.</u> Resumes accepted until the position is filled.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY**

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