



Our Future Starts
With *you!*

POSITION: Data Management and Fiscal Integrity Coordinator (HELPS)

DEPARTMENT: Department of Social Services

SALARY : \$90,653

WORK LOCATION & HOURS: 162 Washington Ave, Albany, NY 12210, 8:30A-4:30P M-F

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

The work is performed under the general direction of the Commissioner or his/her designee, with wide leeway exercised in overseeing the coordination, analysis and conveyance of program and fiscal data for DSS budget and operations. The incumbent is responsible for mentoring and training a specialized unit on the techniques and processes of programmatic and fiscal data extraction and analysis used specifically at DSS for analyzing the cost effectiveness of the delivery systems, maintaining data on performance targets, forecasting and operating results, and compliance with applicable Federal, State and local statutes and regulations. Unique to this position is the professional knowledge of program utilization and financial data stored in various State and Local computer systems utilized by DSS. The incumbent will transform extracted data into comprehensive programmatic and fiscal reports and presentations to present to various audiences. The work involves ongoing contact and collaboration with Directors, Management and Budget, providers and departmental staff.

MINIMUM QUALIFICATIONS:

- A. Graduation from an accredited college or university with a Master's degree and two (2) years of experience using data analytic tools and/or low code development tools; *OR*,
- B. Graduation from an accredited college or university with a Bachelor's degree and four (4) years of experience using data analytic tools and/or low code development tools.

Please upload a resume and a copy of college/university transcript with this application.

POINT OF CONTACT FOR INQUIRIES:

DSSInquiries@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

