

NYS DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Administrative Aide
Grade: SG-13, **Salary Range:** \$42,555 to \$51,830
Appointment Type: Perm

Due Date: April 28, 2015
Negotiating Unit: CSEA
Jurisdictional Class: Competitive

Department: Human Resources
Location: 625 Broadway, Albany NY 12245

Responsibilities:

Under the direction of the HR Director or Associate Personnel Administrator (APA), the incumbent will function as a paraprofessional, performing a wide variety of administrative activities to support the work of the HR Director and APA in the Human Resources Office. The incumbent may assist with or be responsible for the following:

- Obtains biweekly clearance control numbers to coincide with upcoming NYSTEP transactions.
- Submits hiring freeze waivers in NYSTEP.
- Checks hiring freeze waivers and other transactions submitted in NYSTEP daily.
- Runs NYSTEP reports on a biweekly basis.
- Prepares probationary report memos; maintains electronic probationary report log; issues reminders to supervisors.
- Tracks performance evaluations and issues reminders to supervisors.
- Canvasses eligible lists via ELMS, organizes canvass responses, assists in reviewing applications and resumes for eligibility, prepares acceptor's lists for program managers and codes and returns eligible lists.
- Drafts vacancy postings and posts them internally and/or on GOER as directed.
- Updates personnel database.
- Compiles and organizes new employee orientation materials.
- Issues building access passes to temporary staff.
- Coordinates temporary employment services hiring; maintains temporary services spreadsheet.
- Assists in position classification activities by compiling and preparing transmittal correspondence.

Minimum Qualifications:

Open to NYS employees with one year of permanent, competitive or 55-b service as an Administrative Aide, OR candidate must be reachable on New York State Civil Service Eligible List 00-218, Administrative Aide OR be eligible to transfer via Section 70.1 of Civil Service Law.

Contact Information: **Fax:** (518) 292-5852; **E-Mail:** DED-HR@esd.ny.gov **Address:** NYS Department of Economic Development, Human Resources Office, 625 Broadway, Albany, NY 12245
IMPORTANT: Please forward cover letter and resume to e-mail address above, indicating **specifically how you meet the minimum qualifications.**

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