

STATE OF NEW YORK
 DIVISION OF MILITARY AND NAVAL AFFAIRS
 330 OLD NISKAYUNA ROAD
 LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #24-22

CLOSING DATE: CONTINUAL UNTIL FILLED

This position is not in the Classified Service of New York State but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Confidential Personnel Administrator
Locations:	<p>New York State Division of Military and Naval Affairs (DMNA):</p> <p>Latham Headquarters:</p> <ul style="list-style-type: none"> • Directorate of State Human Resources (MNHS) – (2 vacancies)
Salary Grade:	MC/NS
Salary Range:	Anticipated Hiring rate: \$59,553 - \$65,553
Duties and Responsibilities:	<p>Following supervisory direction, the Confidential Personnel Administrator will primarily provide administrative support for the State Active Duty (SAD) unit of MNHS - (SAD Administrator). The SAD Administrator will be the primary coordinator for all aspects of SAD Line of Duty (LOD) file management and provide assistance to the SAD payroll unit. The SAD Administrator position is responsible for timely support of SAD service members injured while performing SAD service. Detailed review, final determination, and, where applicable, timely payment of SAD LOD matters as well as accurate and efficient payroll processing is essential to SAD mission operations.</p> <p>The position will report directly to the SAD LOD HR Specialist 2, the Director of MNHS, or other appropriate supervisory chain. Under supervisory direction, the duties will include but not be limited to the collection and review of medical records, communicate with commanders regarding status, liaison with agency counsel when there are questions about a file and ensure proper and timely payment of incapacitation pay and/or medical invoices. Processing SAD LOD files requires someone very detail oriented as there is significant medical paperwork that needs to be managed properly. In addition, the SAD Administrator will have to provide clear and concise communication and coordination with Mission administrative support, agency leadership and medical providers. This position will be handling a high volume of confidential and statutorily protected information.</p> <p>The SAD Administrator performs responsibilities in accordance with all current and amended, agency policies and procedures, and where applicable, National Guard Bureau (NGB) standards, Federal and State statutes, and the contract bargaining</p>

agreement. The position may report to State and/or Federal supervisory personnel. This position is management/ confidential and is not covered under labor contract provisions within the DMNA.

The position performs responsibilities and duties such as but not limited to:

- Entering and updating data and tracking all SAD LOD investigation files.
- The incumbent will perform administrative duties as assigned.
- Will attend meetings, make formal presentations and/or answers technical questions as needed.
- Will work with Federal and State partners when necessary to accomplish tasks timely and efficiently.
- May be required to supervise subordinate staff and SAD service members.
- Provides technical guidance, direction, and assistance to SAD missions and staff.
- Prepares various reports and related correspondence.
- Assists the directorate with various aspects of SAD missions and associated activities, such as processing SAD payroll.
- Assists in purchasing and procurement processes for MNHS directorate as assigned.
- May assist in other areas of MNHS including but not limited to; hiring, training, benefits, time and attendance, and labor relations.
- Develop and maintain partnerships with internal and external entities.
- Must be able to assign work and projects and ensure proper compliance with policies and procedures.
- Must be able to compile, reconcile and prepare complex documentation.
- Must be able to work with confidential data in a responsible and professional manner to include payroll and benefits information.
- Must complete and attend training as required.
- May have to travel to meet job requirements, administer personnel activities, conduct presentations, etc.
- Overtime will be required to meet operations, especially during civil emergency response missions.
- Additional duties as assigned.

JOB REQUIREMENTS:

- Must be proficient in Microsoft Office systems such as Word and Excel.
- Ability to perform tasks with minimal supervision.
- Ability to prioritize duties and responsibilities and ensure deadlines are met.
- Strong written and verbal communication skills.
- Strong organizational skills.
- Ability to interact and work well with various individuals to include co-workers, management, federal and state personnel, contractors, and representatives from other agencies.
- Ability to train and supervise personnel when necessary.
- Ability to present materials to individuals or groups in a professional and articulate manner.
- Experience in multi-tasking and prioritizing multiple deadlines.
- Ability to prepare written material in a clear and concise form.

- Ability to read, understand and apply laws, procedures, rules, regulations and guidelines where there are not clear precedents or procedures previously established.
- Must complete and attend training as required.
- May have to travel to meet job requirements, administer personnel activities, conduct presentations, etc.
- Overtime will be required to meet operations, especially during civil emergency response missions.
- Knowledge of State agency or SAD operations and policies preferred.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.
- Perform other duties as assigned.

Minimum Qualifications:

An Associate's degree in a related field of study and three (3) years of full time experience in which duties include administrative support, office coordinator, bookkeeping, data gathering and analysis, or similar duties and responsibilities.*

OR

A Bachelor's Degree in a related field of study and one (1) year of full time experience in which duties include administrative support, office coordinator, bookkeeping, data gathering and analysis, or similar duties and responsibilities.*

AND

Must possess and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes to supervisory chain and State Human Resources (MNHS).

Must be at least 18 years old and have a High School Diploma or GED.

Must be able to read and write in English.

Must be able to work independently in Microsoft Office Suite software, more specifically Word and Excel.

* Other combinations of education and work experience, including military, may be considered, however, candidate for the Confidential Personnel Administrator needs a combination of at least (5) five years and direct relevance to the job duties noted. Determination whether experience/education substitutions meet operational needs will be determined by the State Human Resources Personnel unit. Supervisory experience preferred.

Required to have or successfully complete within 90 days of receiving computer access, all DMNA training associated with assigned data systems such as the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments.**

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 or other clearance may be required.

**Should related regulations, procedures and requirements change, additional training and/or certifications may be required.

At all times, the employee MUST maintain minimum standards in accordance with current, and as amended, agency, statutory and NGB requirements and directives; 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 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 Management for any further information regarding the position requirements.

How to Apply:

To be considered for interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.** Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note any specific licenses or certifications in a skilled trade.

If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.

Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail.

E-mail to: ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil

FAX to: (518) 786-6085

For Questions: (518) 786-4830

Mail to:

New York State Division of Military and Naval Affairs

State Human Resources Management

330 Old Niskayuna Road

Latham, New York 12110-3514

Attn: Classifications

POSITION WILL BE POSTED UNTIL FILLED.

VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.

Subject of
Interview:

ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.

ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.

POSTED: MARCH 27, 2024

STATE VACANCY ANNOUNCEMENT #24-22

New York State is an Equal Opportunity/Affirmative Action Employer.