

EMPLOYMENT ANNOUNCEMENT



TITLE: INFORMATION TECHNOLOGY SPECIALIST 2

STATUS: CONTINGENT-PERMANENT

BUREAU: INFORMATION TECHNOLOGY

LOCATION: LATHAM

SALARY GRADE (SG): PEF SG18 (\$66,951-\$85,138)

We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits, including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off**, **health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees, including **telecommuting** (up to two days per week) and alternative work schedules.

MINIMUM QUALIFICATIONS

NY HELPS:

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

- A bachelor's or higher-level degree including or supplemented by 15 semester credit hours in computer science.
OR
- A bachelor's or higher-level degree in any field and one year of experience in information technology.
OR
- 60 semester credit hours including or supplemented by 15 semester credit hours in computer science and one year of professional experience in information technology.
OR
- Two years of professional experience in information technology.

NY HELPS:

You must be currently reachable on the appropriate eligible list for this title, eligible under the 55 b/c program, or eligible to transfer to this title under Section 52.6 and/or 70.1 of the Civil Service Law.

PREFERRED QUALIFICATIONS:

- Experience developing and working with Intranet packaged solutions and/or platforms.
- Experience working with HTML.
- Experience working with CSS.

- Experience working with Javascript.
- Experience with Graphic Design and applications such as Adobe Photoshop.
- Exemplary customer service skills.
- Ability to work both independently and collaboratively.

DUTIES

Under the direction of an Information Technology Specialist 3, SG-23, the Information Technology Specialist 2, SG-18, will support the Web Development Team of the Information Technology Bureau's Web/Media section. The incumbent will be responsible for maintaining all aspects of the OAG's internet and intranet sites. This includes working with stakeholders to define requirements, managing day-to-day operations, adding/updating site content, conducting various system tests, designing new pages, troubleshooting problems, recommending system improvements, and preparing technical documentation.

- Administrate and maintain all aspects of the OAG's internet and intranet sites using Drupal content management system.
- Collaborate and coordinate with executive staff and other OAG stakeholders on web-related projects.
- Provide support to OAG staff on internet and intranet sites, including development, content management, troubleshooting, monitoring issues, and supplemental training.
- Develop and program new responsive and accessible web features or enhancements.
- Design and organize, create, and update website content.
- Daily monitoring of Web team inbox and ServiceNow requests.
- Develop technical documentation.
- Other duties as assigned.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations depend on the needs of each Bureau and will be communicated during interviews.

ADDITIONAL COMMENTS

For new State employees appointed to graded positions, the annual salary is the hiring rate (beginning of the Salary Range) of the position. Promotion salaries are calculated by the NYS Office of the State Comptroller (OSC) in accordance with NYS Civil Service Law, OSC Payroll rules and regulations, and negotiated union contracts.

The Office of the NYS Attorney General (OAG) cannot provide sponsorship for work authorization. Candidates need to be authorized to work in the United States to be employed by this agency. It is incumbent upon employees to maintain work authorization for the duration of their employment with the OAG. This agency does not participate in E-Verify for work authorization purposes.

HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree. To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to HR.Recruitment@ag.ny.gov. Be sure to include the Vacancy # and Title of the position in the subject heading of your email.

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity. The Office of the NYS Attorney General provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at HR.Recruitment@ag.ny.gov or (518) 776-2500.
