

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

VACANCY ANNOUNCEMENT #26-32

CLOSING DATE: CONTINUAL UNTIL FILLED
VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE

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:	Program Aide
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters: <ul style="list-style-type: none">• Directorate of Facilities Management and Engineering – (1 vacancy)
Salary Grade:	SG-13
Salary Range:	Current Start Rate: \$53,413* Job Rate: \$65,061 (*All hires begin at "Start Rate" unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>The Program Aide is responsible for providing support to the assigned supervisory chain in the Facilities Management and Engineering Directorate (MNFE). This position will be responsible for billing, tracking, analytics, reporting and database management related to the agency utility and energy management program. Program Aides perform a variety of substantive professional, technical, and administrative duties under the supervision and guidance of senior professional staff in agency-specific programs or in administrative areas such as finance, budgeting, facilities or human resources. The Program Aide performs lower-level professional assignments that require specific program knowledge and closely resemble those typically performed by professional staff in the same organization. Assignments are characterized by the application of clear guidelines or precedents, which require basic analysis, review, and decision making.</p> <p>Program Aides exercise a considerable amount of independent judgment in the performance of duties and application of various State and federal laws, procedures, rules, regulations, and guidelines that require interpretation. Incumbents independently determine the needs and priorities required to support professional staff and provide input into the assigned areas operations.</p>

The position performs responsibilities in accordance with all current and amended DMNA policies and procedures, federal and state statutes, and where applicable, the contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The position may report to state and/or federal supervisory personnel.

Responsibilities may include, but are not limited to the following:

- Preparation and review of written communication which may be in the form of general correspondence, reports, charts, presentations or electronic mail (e-mail). The frequency and type of communication is determined by the requirements of each assigned program.
- Assist in preparing short-term and long-range work objectives and goals. Assist in the review, evaluation, and analysis of a variety of reports and records specific to the assignment.
- Will perform duties independently as well as in team setting.
- Work on computers utilizing various software and database systems.
- Will complete and attend training as required.
- Periodic overtime may be required, at times with short notice due to emergency military response.
- Periodic travel may be required using various modes of transportation.
- Performs other duties as assigned.

Manage state utility database:

- Coordinate with State Services and dozens of utility providers to receive utility data for all NYARNG usage and billing of renewable energy, electricity, water, natural gas, LP gas propane, fuel oil, sewer and refuse.
- Review utility data for hundreds of accounts to ensure accuracy, completeness and correct rate/usage information and coordinate with utilities to pursue reimbursements for inaccurate bills and manage other billing issues.
- Collect utility bill data from the NYS Statewide Financial System (SFS) and other DMNA resources and input into energy data management system.
- Import raw data set and compare new data with previous in order to generate a new transaction/account file for each month that represents the new consumption and billing data for that period.
- Complete regular updates of data as new information becomes available.
- Perform quality assurance review of this processed data to ensure it is complete and accurate. Often identifies discrepancies that once resolved result in savings or rebates for the government.
- Input SFS utility data into the Energy Manager Database.
- Analyze operations and review reports, make recommendations, and justifications.

Apply analytical techniques as required by the program area:

- Research laws, rules, and regulations to find alternative approaches to administrative problems or issues.

- Monitor and evaluate data for deficiencies and assist in correcting problems.
- Collect, tabulate, and analyze data.
- Draw conclusions from analyzed data and make appropriate recommendations.
- Create tables and charts, and draft reports to document analyses and procedures.

Assist in monitoring compliance with administrative and programmatic financial requirements:

- Review and make determinations on various financial applications and contracts.
- Monitor the use of funds to ensure compliance with applicable laws, rules, and regulations.
- Gather, review, and evaluate information required by professionals to conduct financial and program audits.
- Assist in the preparation, review, evaluation, and analysis of a variety of reports and records specific to the assignment.

Perform various budget/finance activities:

- Compile, tabulate, and verify financial and statistical data, such as financial projections and performance indicators, to be used in the preparation and analysis of agency budget submissions or in response to questions.
- Assist in monitoring agency expenditures by comparing expenditures with DOB guidelines, the State Finance Law, agency programs and policies, previous budget requests and applicable federal policies and rules.
- Review budget data prepared by agency program staff for completeness and responsiveness to budgetary needs and projections. Confer with program administrators to exchange information and resolve questions.
- May assist with the reconciliation of various records
- May be required to work with and maintain records associated with or perform data entry for various data systems such as the Statewide Financial System (SFS) and Maintenance Connection (MC software), a work order program.

Perform human resources assignments depending on the scale of the program:

- May serve on an interview panel

JOB REQUIREMENTS

- Must be proficient in Microsoft Office Suite; especially MSWord and Excel.
- Must have strong organizational skills and ability to prioritize work assignments.
- Ability to perform tasks with minimal supervision.
- Experience in multi-tasking and prioritizing multiple deadlines.
- Strong written and verbal communication skills.

- Ability to prepare written material in a clear and concise form.
- Ability to train and supervise subordinates and other staff.
- Ability to work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction.
- Will be required to appropriately handle and manage confidential information.
- Ability to interact well with different groups of people, including co-workers, management, both Federal and State personnel and the public.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.
- Performs other duties as assigned.

Minimum Qualifications:

One (1) year of full-time permanent service in a higher clerical, keyboarding, secretarial, or paraprofessional title position allocated to a Salary Grade (SG) - 9 or higher. Must be proficient in Microsoft Office Word and Excel**.

OR

Associate's degree from a regionally accredited college or university; plus one (1) year of full-time experience in clerical, keyboarding, secretarial or similar duties. Must be proficient in Microsoft Office Word and Excel**.

OR

Three (3) years of full-time experience in clerical, keyboarding, secretarial or similar duties in which some duties included data collection and analysis. Must be proficient in Microsoft Office Word and Excel**.

AND

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.

Must possess a valid driver's license to operate a motor vehicle in the State of New York. Must report any changes to supervisory chain and State Human Resources (MNHS).

Must be able to read and write in English.

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

* Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate a combination totaling at least

three (3) years full-time experience/education and direct relevance to the job duties noted.

** 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 of 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 an interview, please submit your cover letter and resume to one of the following:

BY E-MAIL (PREFERRED METHOD):

Send to: ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil
 Subject line to say: Job Title and Location

BY MAIL:

New York State Division of Military and Naval Affairs
 State Human Resources Management
 330 Old Niskayuna Road
 Latham, New York 12110-3514
 Attn: Classifications

BY FAX:

(518) 786-6085
 Fax Cover sheet to say: Job Title and Location

In your submission, please be sure to indicate **what position and location you are applying to**. Ensure to **CLEARLY note how you meet the minimum qualifications** for the position. Be sure to include any specific licenses and/or certification in a skilled trade.

Vagueness and omissions will not be resolved in your favor.

For questions, please reach out to State Human Resources at (518) 786-4830.

This vacancy announcement will be posted until filled.

Vacancy announcements can be closed 15 days after the original posting date listed below.

Subject of Interview:

ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM

QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.

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 19, 2026

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