



**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

**EOA #:**

**EOA DATE:**

**REPLY BY:**

**TITLE:**

**NUMBER OF POSITIONS:**

**SALARY GRADE:**

**SALARY:**

**NEGOTIATING UNIT:**

**APPOINTMENT TYPE:**

**JURISDICTIONAL CLASS:**

**EMPLOYMENT TYPE:**

**DIVISION:**

**BUREAU/UNIT:**

**LOCATION:**

**ADDITIONAL INFO:**

**PRIMARY DUTIES AND RESPONSIBILITIES:**

## **PREFERRED QUALIFICATIONS:**

**APPLICATION PROCEDURE:** Submit cover letter and resume by \_\_\_\_\_ to:

OPWDD Personnel Office  
44 Holland Avenue  
Albany, NY 12229  
Phone: 518-473-4785  
Fax: 518-474-9902  
E-mail: [OPWDD.sm.COrecruitment@opwdd.ny.gov](mailto:OPWDD.sm.COrecruitment@opwdd.ny.gov)

**Please reference the above EOA # \_\_\_\_\_ in all correspondence.**

### **Please note:**

- The Office for People With Developmental Disabilities (OPWDD) and its Division of \_\_\_\_\_ is committed to creating and sustaining a culture of inclusion. We believe that we are most effective in managing and improving our service system with a diverse team of employees. With such a large workforce, we rely on the collective individual differences, life experiences, knowledge, self-expression, ideas and talent that our employees bring to their work. This speaks to our culture, and is a key part of our successes. As we continuously recruit people for our team, we welcome the unique contributions that applicants bring in terms of their education, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.
- Preference will be given to OPWDD employees impacted by closures. If you are being impacted by closure, please indicate this on your resume/cover letter.
- In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.
- This position has been designated as "Policy Influencing" by the New York State Civil Service Commission. As such, the incumbent of the position would serve at the pleasure of the appointing authority.
- OPWDD is an Equal Opportunity/Affirmative Action Employer.