



## New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

**Civil Service Title:** Public Health Adviser, Level 2

**Salary:** \$51,528- \$59,257 (Annually)

**Title Code:** 51191

**Division:** Client Services

**Unit:** Medical

### **Job Description:**

The Client Services Medical Operations Unit is seeking a Public Health Adviser Level 2, to work as a Disability Case Manager. The candidate should possess good organization and people skills. The Case Manager with some latitude for independent judgement will be responsible for:

- Maintain a caseload of active Disability case files ensuring that at each step of the process members and claimants receive clear, concise communication about the progress of their applications.
- Conduct initial application interviews for Disability applicants as well as all follow-ups and outreaches in order to ensure appropriate and compassionate processing of the applicants Disability Retirement application.
- Provide compassionate service and support for members, member agencies, medical providers, member authorized representatives, or other units in the NYCERS organization regarding Disability Retirement applications.
- Prepare application documentation requests and all correspondences for distribution to members/authorized representatives and agencies, while streamlining the process as much as possible utilizing phone calls, faxes, emails as well as hard copy mailing.
- Coordinate member appointment schedules with the NYCERS Medical Board and/or Independent Medical Exam (IME) relating to Disability Retirement applications.
- Make timely updates in all tracking systems regarding the status of Disability Retirement applications and prepare statistics on Disability Retirement data as needed.
- Assisting the Medical Board by escorting members to the examination appointment from the waiting area and advising them of interview expectations.
- Scanning and uploading documents into NYCEPAS
- Prepping cases for Medical Board meetings

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is required.**

**This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.**

**Internal candidates must have been rated satisfactory or better on their last annual evaluation.**

**Applicants must be permanent in the Public Health Adviser title to apply**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-24-0100 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES:** Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID#: 635657

**ALL OTHER APPLICANTS:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: 635657

**DATED:** 5/9/2024

**POST UNTIL:** 5/24/2024

**NYCERS POSTING NUMBER:**  
009-24-0100



**Preferred Skills and Experience:**

- Must be able to work in a diverse and fast-paced environment and have the ability to manage and complete tasks within established deadlines and in an efficient manner.
- Must be able to deliver excellent customer service.

**Minimum Qualification Requirements:**

1. A baccalaureate degree from an accredited college, including or supplemented by twelve semester credits in health education, or in health, social or biological sciences; or
2. A baccalaureate degree from an accredited college, and six months of full-time satisfactory experience in a health promotion or disease intervention/prevention program, performing one or more of the following: interviewing, conducting field investigations, assessing health risks, making referrals, or collecting and analyzing epidemiological data; or
3. A four-year high school diploma or its educational equivalent, and four years of full-time satisfactory experience as described in "2" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full-time experience. However, all candidates must have a four-year high school diploma or its educational equivalent, and either twelve semester credits as described in "1" above or six months of experience as described in "2" above.

**Additional Requirements**

A. To be assigned to Assignment Level II, candidates must have, in addition to meeting the minimum qualification requirements listed above, at least one year of experience as a Public Health Adviser, Assignment Level I, or at least one additional year of experience as described in Qualification Requirement "2" above.

**Note:**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**Note:**

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

**Note:**

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.