



NEW YORK STATE DEPARTMENT OF FINANCIAL SERVICES
One Commerce Plaza, Albany, NY 12257
An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Program Research Specialist 3, G-23

Location: One Commerce Plaza, Albany

Business Unit: Insurance/Health

Negotiating Unit: Professional, Scientific and Technical (PEF)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: \$71,847 - \$90,876

Appointment Status: Permanent

Appointment to this position is pending Division of Budget approval to fill.

The Department of Financial Services is seeking candidates to fill the position of Program Research Specialist 3 in the Health Bureau of the Insurance Division. The incumbent of this position will develop, test, and execute statistical computing models on large Paid Family Leave (PFL) and related data sets for the Data Warehouse. Other duties of the position include, but are not limited to:

- Developing research reports and methodologies for PFL policy makers and stakeholders;
- Engaging in research related to PFL's actuarial models including wage/benefits trends nationally and by New York State, county and employers;
- Supporting PFL risk adjustment calculations;
- Providing technical advice, consultation and guidance on operating programs to staff, agency officials, and others;
- Assessing the statistical methods and procedures used to obtain data to ensure validity, applicability, efficiency, and accuracy;
- Performing descriptive and multivariate statistical analyses of data, using computer software;
- Preparing tables, graphs, fact sheets, and written reports summarizing research results;
- Preparing written technical reports containing the analysis and interpretation of study findings along with recommended courses of action based on findings.

- May supervise staff as required.

Additional information regarding the duties will be discussed at the time of interview

Minimum Qualifications:

Promotion – One year of permanent or contingent permanent service as a Program Research Specialist 2, Criminal Justice Policy Analyst 2, or Senior Municipal Financial Analyst.

Open-Competitive – A Bachelor's Degree or higher AND nine (9) semester credit hours in statistics, economics, econometrics, research methods, data analysis, or data modeling and three years of subsequent professional research experience in the collection and evaluation of quantitative data directed toward review and analysis of program operations.

Preferred Qualifications: Strong educational background in statistics or actuarial science and be proficient in SAS and/or R programming languages.

Appointment method:

List Appointment:

Promotion - Candidates must be reachable on the eligible list for Program Research Specialist 3 eligible list (#37-632).

Open-Competitive - Candidates must be reachable on the eligible list for Program Research Specialist 3 eligible list (#26-094)

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 52.6 or Section 70.1 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmo/>.

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than September 29, 2017,** to the email address listed below. Please include the Box # (**Box HLH-05036**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Constance Graves
Box HLH-05036
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza
Albany, NY 12257
Email: Constance.Graves@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov