



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

Announcement of Intention to Fill a Job Vacancy

Senior Administrative Analyst, G-18
(May be appointed at the Trainee 1 or trainee 2 level)

Location: One Commerce Plaza, Albany

Business Unit: Insurance/Health

Negotiating Unit: Professional, Scientific & Technical (PS&T)

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

Salary: \$55,494 - \$70,566

Appointment Status: Permanent

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

The Department of Financial Services is seeking candidates for the position of Senior Administrative Analyst in the Health Bureau of the Insurance Division. Under the provisions of the Paid Family Leave (PFL) program, DFS has been charged with maintaining a data warehouse that will not only be used by DFS but also the Workers Compensation Board, the Department of Health and other agencies. The Senior Administrative Analyst will manage data intake and data reporting compliance for commercial PFL insurers and self insured employers. Other duties include, but are not limited to:

- Managing communication with insurers and tracking of PFL data submission quality and resubmissions;
- Maintaining profile and registration data on PFL commercial carriers and self-insured companies;
- Ensuring PFL intake data passes level one edits and validations prior to DFS "acceptance";
- Conferring with information technology representatives to ascertain possible benefits of utilizing information technology systems to gather necessary data for study, or to improve the efficiency and effectiveness of a given program;
- Analyzing data pertaining to the problem to be solved in order to develop appropriate findings;
- Preparing implementing plan including schedules, personnel and training requirements and other needed administrative support requirements;
- Reviewing written or oral instructions on assigned tasks to ascertain the nature of the problem, the objective of the project and other pertinent details;
- Drafting reports of study, including findings and recommendations along with supporting charts and documents for review by supervisor.

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

Preferred Skills: Proficiency in Advanced Microsoft Office and SharePoint.

Appointment method:

List Appointment: Must be reachable for appointment on the Professional Career Opportunities eligible list (list #20-140) or the Public Administration Traineeship Transition (PATT) eligible list (list # #00-271).

Transfer: Must be eligible for transfer under Section 52.6, 70.1 or 70.4 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/cmof/>

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.

Additionally, please note that if the position is filled at the trainee level, the selected candidate must successfully complete a two-year traineeship.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than October 2, 2017**, to the email address listed below. Please include **(Box HLH-02149)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Constance Graves
Box HLH-02149
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza
Albany, New York 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