



**One State Street, New York, NY 10004**

An Equal Opportunity/Affirmative Action Employer

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## Training Specialist 1, SG-18

(May be filled at Trainee Level)

**Location: NYC**

**Business Unit: Training**

**Negotiating Unit: Professional, Scientific & Technical (PEF)**

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

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

**Positions located within the New York City metropolitan area, as well as Suffolk, Nassau, Rockland, and Westchester Counties, are also eligible to receive an additional \$3,026 annual downstate adjustment.**

**Appointment Status: Permanent**

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

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The Department of Financial Services is seeking to fill the position of Training Specialist 1 in the Training Office in New York City. This position will report to Training Management and typical duties include, but are not limited to:

- Serves as a point of contact for DFS staff members regarding training curriculum schedules and responding to training program questions;
- Manages the Training Travel and Authorization requirements for all staff training;
- Serves as liaison with insurance/banking professional associations (e.g. NAIC, CSBS, etc.), and federal training providers (e.g. FDIC, FFIEC, FRB, etc.), to coordinate and execute training programs for Examiner staff;
- Participates in Train-the-Trainer workshops with GOER to be able to facilitate soft skills training to all DFS employees;
- Develops and maintains relationships with business unit designees to assess training program needs, curriculum identification, and proactively market opportunities to facilitate training requests;
- Researches and screens external vendors for potential training program content;
- Ensures training opportunities are in support of and compliance with agency policies, procedures and operations;
- Evaluates training program effectiveness through review and analytical input from course evaluation feedback;
- In conjunction with other unit staff, assists employees in obtaining training through the Statewide Learning Management System (SLMS) including enrollment, tracking, and pre-course work study notifications; and
- Assists the Director of Training with projects related to advancing the Training agenda for DFS, as assigned.

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

### **Appointment Method**

**List Appointment:** Must be reachable for appointment on the Civil Service list #00-271, Public Administration Traineeship Transition (PATT) or Civil Service List #20-140, Professional Career Opportunities (PCO). If filled at the trainee level, the selected candidate must successfully complete a two-year traineeship.

**Transfer:** Must be eligible for transfer under Section 52.6, 70.1, and/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/cmo/>

Please note that candidates eligible for Section 70.4 transfer to Training Specialist Trainee 1 must be a current New York State employee in a position allocated to Grade 11 or higher and have a Bachelor's Degree and a passing score on either the Professional Career Opportunities (PCO) examination or the Public Administration Traineeship Transition (PATT) examination.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than December 14, 2017** to the email address listed below. Please include **(Box TS1-00706)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Denise Rotunda  
**Box TS1-00706**  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza  
99 Washington Avenue, Suite 2016  
Albany, NY 12257  
**Email: Denise.Rotunda@dfs.ny.gov**

**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 and the accommodation would not constitute an undue hardship on the operations of the agency.

***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@***