



One State Street, New York, NY 10004
An Equal Opportunity/Affirmative Action Employer

Office Assistant 3 (Human Resources), SG-14

Location: One Commerce Plaza, Albany

Business Unit: Human Resources Management

Negotiating Unit: Management Confidential (MC)

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

Salary: \$47,899 - \$59,916

Appointment Status: Permanent

The Department of Financial Services (DFS) is seeking candidates for the position of Office Assistant 3 (Human Resources) in the Human Resources Management office. The Office Assistant 3 (Human Resources) will be responsible for providing vital clerical support to the Human Resources Management staff. Duties include, but are not limited to:

- Assists with coordination of new Financial Services Examiner (FSE) 1 traineeship classes, prepares interview schedules, detailed spreadsheets and provides proper and clear communication to business units;
- Tracks FSE 1 candidate applications and FSE 1 traineeship recruitment timeline and processes;
- Prepares FSE 1 score verification packets, prepares written correspondence related to the FSE 1 recruitment, and downloads, tracks and maintains FSE 1 eligible lists;
- Assists with projects related to advancing the FSE 1 Traineeship agenda as assigned;
- Provides administrative duties in support of the FSE 1 Traineeship Governance Committee;
- Prepares FSE Traineeship and/or Governance Committee meeting agendas, correspondence, communication, and calendar appointments;
- Prepares Actuary score verification packets and tracks and maintains Actuary eligible lists;
- Develops and maintains effective procedures for timely probationary performance evaluations and for annual employee work performance ratings and appraisals;
- Provides administrative support for performance management program;
- Maintains and transmits Agency Title Listing Report of required filers of the Department, and updates JCOPE database;
- Maintains and monitors various HR related mailboxes;
- Maintain and manage the maintenance of a variety of personnel office records, such as the personal history file, position control file, title folders, current subject files, health insurance application files, insurance claim files, correspondence files, and examination files;
- Supervises clerical support staff; and
- Performs various other duties in support of office operations.

Preferred Skills:

Excellent writing and communication skills, self-starter, outgoing, team oriented, attention to detail, organized and the ability to work effectively and professionally with higher level management staff is essential. Computer

proficiency in Microsoft Office Suite, including Outlook, Word, Excel, etc is a mandatory component of the assignment. Familiarity with LATS, SFS and HRIS is desirable.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for Office Assistant 3 (Human Resources), #37-840.

Transfer: Candidates in a title eligible for transfer via Section 70.1 of the Civil Service Law are encouraged to apply. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmo/>

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than December 28, 2018** to the email address listed below. Please include **(Box OA3-HRM-00721)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Darlene Clemente
Box OA2-HRM-00721
New York State Department of Financial Services
Human Resources Management
One Commerce Plaza
Albany, NY 12257
Email: Darlene.Clemente@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@