



One State Street, New York, NY 10004

An Equal Opportunity/Affirmative Action Employer

Senior Administrative Analyst, G-18

Location: One State Street, NYC

Business Unit: Cybersecurity Division

Negotiating Unit: Professional, Scientific & Technical (PEF)

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

Salary: \$56,604 - \$71,980

*Please note that 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: Contingent/Permanent

The Department of Financial Services (DFS) seeks applicants for the position of Senior Administrative Analyst in the newly created Cybersecurity Division. This Division will focus on protecting consumers and industries from cyber threats and is the first of its kind to be established at a banking or insurance regulator. Duties will include, but are not limited to, the following:

- Tracks ratings and results of IT/cyber examinations by IT/Cyber specialist examiners, and assists with data analysis;
- Tracks results of Part 500 examinations by all DFS examiners and assists with data analysis;
- Tracks cyber incident notifications and our follow-ups to those notifications;
- Tracks calendar for assignment of IT/Cyber examiner specialists, including examinations, absences, trainings etc.;
- Prior to the start of examinations, tracks DFS requests for documents and surveys sent out to the examined entities, and makes sure that timely responses have been received;
- Coordinates activities of the group, such as arranging meetings for IT/Cyber examinations;
- Schedules vettings of IT/cyber examiner reports;
- Orders supplies for the Business Unit;
- Serves as liaison with HR, Facilities and IT for set-up of new hires, transfers and separations;
- Attends meetings and take notes as necessary;
- Other duties as assigned.

Preferred Qualifications

- Strong organizational and technical skills are a must.
- Self-motivated and capable of prioritizing and managing multiple tasks.
- Ability to manage competing priorities while maintaining a high level of attention to detail.
- Word processing skills/abilities are a mandatory component of the assignment. Computer proficiency in Microsoft Office Suite, including Outlook, Word, Excel, etc. is required.

Appointment Method

List Appointment: Must be reachable for appointment on Civil Service list #26-570, Professional Career Opportunities or #00-437, Public Administration Traineeship Transition (PATT) list.

Appointment method at the trainee, NS, level: (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 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/>

To Apply: Interested qualified candidates must submit a resume and a letter of interest **no later than October 18, 2019** to the email address listed below. Please include the **Box # (SAA-02149)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Darlene Clemente
Box SAA-02149
New York State Department of Financial Services
Office of 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@goer.ny.gov.