



One State Street, New York, NY 10004

An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Financial Services Examiner 1, G-18 **(Position may be filled at the Trainee level)**

Location: One State Street, New York, NY **Business Unit:** Health Bureau

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

Salary: \$56,604 - \$71,980 (Grade 18 level)
\$52,220 (Trainee 2 level)
\$46,832 (Trainee 1 level)

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

The Department of Financial Services (DFS) is seeking candidates for the position of Financial Services Examiner 1 (or Trainee) in the Health Bureau. Duties will include, but will not be limited to, the following:

- Processes applications for licensure of various types of health companies (accident & health insurers, not-for-profit insurers, health maintenance organizations, municipal cooperatives, continuing care retirement communities, student health insurance plans) both foreign and domestic for conformity to NAIC UCAA requirements along with New York State specific requirements. This encompasses all non-financial material for compliance with New York Insurance Law, New York Business Corporation Law, New York Public Health Law, New York State Department of Financial Services - Insurance Division Regulations, New York State Health Department regulations, circular letters and administrative standards/policies;
- Ensures that the processing of foreign license applications are completed in a timely manner and primary license applications are completed in accordance with the procedures and within the time frames outlined in the NAIC accreditation guidelines;
- Prepares memo of licensing recommendation for approval or denial based on his/her review for submission to his/her immediate supervisor;
- Assists in the analysis of various financial transactions (holding company transactions including management service agreements, 1307 loans, capital infusions, mergers, acquisitions, etc.) filed by accident & health insurers, health maintenance organizations, municipal cooperatives, continuing care retirement communities, student health insurance plans;
- Analyzes financial reports, including annual and quarterly statements (desk audits), reports on examinations, etc. to determine solvency and adherence to statutory accounting principles;
- Drafts correspondence based on his/her review and analysis, addressing concerns and questions resulting from the review and requesting any additional documentation and information needed. Responds to correspondence received; and
- Participates in meetings. Prepares for meeting by reading documents and understanding purpose of meeting. Prepares memos on meeting which incorporate pertinent facts and conclusions.

Appointment method:

Transfer (70.1): Candidates must have one year of permanent competitive service in a title eligible for transfer via § 70.1 of the Civil Service Law. Information regarding transfer eligibility can be found 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 10, 2019** to the email address listed below. Please include (Box 05072) in the subject line of your email to ensure receipt of your application. Email submissions are preferred:

New York State Department of Financial Services
Office of Human Resources Management
Attn: Ryan Taratus / Box 05072
99 Washington Avenue, Suite 301
Albany, NY 12257
Email: ryan.taratus@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