



One State Street, New York, NY 10004

**An Equal Opportunity/Affirmative Action Employer**

## **Announcement of Intention to Fill a Job Vacancy**

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### **Research Associate, NS**

**Location: One State Street, NYC**

**Business Unit: Executive**

**Negotiating Unit: Management Confidential**

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

**Salary Range: \$57,880 - \$71,823 (salary commensurate with experience)**

**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: Exempt**

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

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The Department of Financial Services (DFS) is seeking an experienced Research Associate (Executive Assistant) to work directly with Executive staff. The duties of this position include, but are not limited to, the following:

- Vet candidates for events, executive appointments to boards and commissions using public databases;
- Compile and present results in concise reports to senior staff;
- Compose policy memoranda and provide data analysis documents for senior staff;
- Monitor and evaluate news cycles and social media to identify issues relevant to the people of New York State;
- Assist with the development of the agency policy initiatives, including monitoring use of agency resources and evaluating transparency issues; and
- Assist in executing agency events and special projects.

#### **Preferred Skills**

- Bachelor's Degree and two years of experience.
- Excellent written and verbal communication skills.
- Impeccable attention to detail.
- Advanced time management and analytical skills.
- Proficient in Microsoft Office Suite.
- Social media savvy.

#### **Appointment Method:**

This is an appointment to a position in the exempt jurisdictional class. As such, the incumbent of this position would serve at the pleasure of the appointing authority.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later February 24, 2020** to the email address listed below. Please include **(Box EA-00128-RA)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Nicole Pickel  
**Box EA-00128-RA**  
New York State Department of Financial Services  
Human Resources Management  
99 Washington Avenue, Suite 301  
Albany, NY 12257  
**Email: NCE.Notifications@dfs.ny.gov**

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#### **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@goer.ny.gov](mailto:info@goer.ny.gov)***