



One State Street, New York, NY 10004

An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Financial Services Specialist 2 (Policy Analysis), SG-23 (Research Manager)

Location: One State Street, NYC

Business Unit: Executive

Negotiating Unit: Professional, Scientific & Technical (PEF)

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

Salary Range: \$77,770 - \$98,372

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: Permanent

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

- Vets candidates for events, executive appointments to boards and commissions using public databases and compiles and presents results in concise reports to senior staff.
- Composes policy memoranda and provides data analysis documents for senior staff.
- Monitors and evaluates news cycles and social media to identify issues relevant to the people of New York State.
- Assists with the development of the agency policy initiatives, including monitoring use of agency resources and evaluating transparency issues.
- Works on Departmental projects or multiple projects from medium to large scope in a cross-functional environment;
- Works directly with staff throughout the Department to ensure deliverables fall within the applicable scope and budget;
- Assists with establishing policies, procedures, guidelines and appropriate supervisory actions relating to all aspects of project;
- Manages and supervises Research Analyst team; and
- Other duties as assigned.

Appointment Method

Candidates must meet the minimum qualifications listed below in order to be eligible for appointment.

Non Competitive: A Bachelor's Degree in Business, Business Administration, Economics, Econometrics, Finance, Health, Health Administration, Health Policy, Law, Mathematics, Political Science, Public Administration, Public Health, Public Policy, Risk Management or Statistics and three (3) years of specialized experience in one or more of the following:

- Research, planning, administration, and/or analysis of the policies and procedures affecting regulated entities and how they conduct business activities with the public and/or other regulated entities.
- Research and analysis of State and federal statutes and regulations and their effects upon the business activities of financial services entities with regard to the public and/or other financial services entities.

A Master's Degree in one (1) of the related fields or a J.D. may substitute for one (1) year of specialized experience. A Ph.D. in one (1) of the related fields may substitute for two (2) years of specialized experience.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later October 21, 2021** to the email address listed below. Please include **(Box FSS2P-10619-RM)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Nicole Pickel
Box FSS2P-10619-RM
New York State Department of Financial Services
Human Resources Management
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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