



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill Job Vacancy

Human Resources Specialist 2, SG-23

Location: One Commerce Plaza, Albany

Business Unit: Human Resources

Negotiating Unit: Management Confidential (MC)

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

Salary: \$76,326 - \$95,361

Appointment Status: Permanent

The Department of Financial Services seeks applicants for the position of Human Resources Specialist 2 in the Office of Human Resources Management located in Albany. The Office of Human Resources Management provides personnel services, staff development, labor relations and employee benefits to staff in various diverse program areas of the Department of Financial Services.

The incumbent will assist in the administration of and may supervise staff in the performance of duties related to examination planning, classification and compensation, recruitment, staffing, and advising program staff on personnel matters. Duties will include, but not be limited to the following:

- Develops and maintains relationships with business unit designees to assess recruitment needs;
- Evaluates recruitment effectiveness through review and analytical input and feedback;
- Handles high volume of agency recruitments from start to completion;
- Reviews the status of eligible lists, examination schedules, and existing and anticipated staff requirements to identify critical examination considerations. Confers with agency program managers and Department of Civil Service representatives on possible actions, such as recruitment or accelerated examinations, to resolve critical needs;
- Supervises the canvass of eligible lists and arranges for appropriate program supervisory participation in employment interviews;
- Prepares and/or supervises the preparation of agency classification requests and justification. Confers with program staff, Department of Civil Service, and Division of the Budget representatives to further explain and support classification proposals;
- Participates in the development and implementation of decentralized examinations as authorized by the Department of Civil Service;
- Assists in agency examination planning and development with the Department of Civil Service;
- Supervises and trains lower level professional staff in the procedures and techniques required to perform their duties;
- Reviews and evaluates policies and procedures and work processes; and recommends and implements new and revised ones;
- Assists the Human Resources Director with projects related to advancing the agenda for DFS, as assigned;
- Schedules and assigns work to subordinate staff; and adjusts workload to reflect changes. Monitors work progress and reviews completed work; and
- Other duties as assigned.

Preferred Skills:

- Proficiency in HR systems, such as NYSTEP, HRIS, ELMS and the Microsoft Suite, including Excel, Word, and Outlook.
- Leadership and mentoring abilities, and commitment to teamwork.
- Ability to work independently and be resourceful in utilizing tools and information.
- Organizational and multi-tasking skills, with attention to detail, in addition to interpersonal and communication skills.
- High degree of professionalism, confidentiality, strong work ethic and customer service focus.

Appointment method:

Transfer: Must be in a title eligible to transfer via Section 52.6 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/>

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment, if such transfers would result in an increase of more than two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than April 30, 2022**, to the email address listed below. Please include **(Box 00709)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
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New York State Department of Financial Services
Office of Human Resources Management
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Albany, New York 12257
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Fax: (518) 402-5071

Please note that not all applicants may 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 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.