

**An Equal Opportunity/Affirmative Action Employer**

**Announcement of Intention to a Job Vacancy**

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**Program Research Specialist 2, SG-18**

**Location: One State Street, New York City**

**Business Unit: Property**

**Negotiating Unit: Professional, Scientific and Technical (PEF)**

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

**Salary: \$61,270 to \$77,912**

**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**

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The Department of Financial Services (DFS) is seeking candidates for the position of Program Research Specialist 2. Duties include, but are not limited to, the following:

- Applies knowledge of relevant laws and Insurance regulations to reports, data calls and special projects;
- Assists in the preparation of special investigations and reports as assigned by supervisors and Department management;
- Establishes the reporting format of the statistical information to be provided by insurers and compiles and analyzes the data submitted;
- Drafts reports, designs the layout and prepares graphic and tabular information;
- Addresses problems that develop from year to year and adapts the material and scope of the reports and projects to any applicable statutory and/or regulatory changes;
- Utilizes mathematical skills and knowledge of Access & Excel applications and familiarity with financial statements, conducting data collection, compiling and maintaining contact information and distribution lists for various projects.
- Resolves data conflicts, corrects spreadsheet errors and conducts follow ups with companies;
- Replies to inquiries from members of the public and other governmental entities regarding assigned projects;
- Monitors Public Access status of Rate/Rule/Form filings made through the NAIC (National Association of Insurance Commissioners) "System for Electronic Rate and Form Filing" (SERFF);
- Determines compliance with insurer's submission of Insurance Expense Exhibit supplements to the Annual Statements;
- Uses the NAIC's ISite Database and related Access tools, to produce data as a basis for reports and data calls, market share updates, DFS Annual Report, etc.;
- Conducts industrywide distributions of Circular Letters, & Memorandums from Executive; and
- Interfaces with staff from other Bureaus, including Systems, Office of General Counsel, and Executive when required; participates in conference calls with the NAIC working groups.

**Appointment method:**

**List Appointment:** Candidates must be reachable on the Civil Service eligible list for 26-093.

**55 b/c Appointment:** Candidates must meet the eligibility requirements of the Governor's Program to Hire Individuals and Veterans with Disabilities as described in Civil Service Law § 55b/c. Information about this program can be found here: <https://www.cs.ny.gov/rp55/>

**Transfer:** Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 70.1 or 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/cmof/>.

*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 exceed 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 the Box # **(Box 05202)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus  
Box 05202  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
Email: [ryan.taratus@dfs.ny.gov](mailto: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](mailto:info@goer.ny.gov).***