

An Equal Opportunity/Affirmative Action Employer
Announcement of Intention to Fill A Job Vacancy

Financial Services Examiner 2, SG-23

Location: One State Street, New York City

Business Unit: Health

Negotiating Unit: Professional, Scientific and Technical (PEF)

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

Salary: \$79,325 - \$100,342

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: Contingent Permanent

The New York Department of Financial Services seeks to build an equitable, transparent and resilient financial system that benefits individuals and supports business.

Under the general supervision of an Financial Services Examiner 4 or Financial Services Manager 1, the Financial Services Examiner 2 may serve as Examiner-in-Charge of a field examination, or may assist on more complex cases or difficult insurance regulatory matters. Depending on the operating needs of the bureau, the Financial Services Examiner 2 may perform the following job duties:

- Participates in the examination planning process with respect to the scope of a risk-focused examination and review necessary material prior to the commencement of the examination;
- Monitors the on-going progress of the examination, reviews work performed and advises subordinates;
- Participates in examination functions and reviews workpapers prepared by staff examiners in regard to financial accounts and internal controls;
- Verifies or oversees the verification of a company's market practices, treatment of policyholders and compliance with applicable Law, Regulations and Circular Letters;
- Directs the administration of the examination process, including reviewing time and company billing records, travel expense vouchers, and provides input into the Bureau's budget preparation;
- Trains and recommends training for subordinate staff with a view toward meeting professional standards;
- Conducts conferences with representatives of companies and prepares memoranda as required;
- Prepares final report on examination and makes recommendations as indicated by the conditions revealed to determine whether the company examined is in compliance with the New York Insurance Law, Department Regulations and Circular Letters, as well as other prescribed statutory matters and areas of compliance;
- Documents violations, and defends them in administrative briefings of supervisory personnel; and
- Participates in the administrative process with company personnel concerning the examination findings, including supporting such findings and Department policy at meetings, administrative hearings, or judicial proceedings.

NOTE: This is a field position and travel is required.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for Financial Services Examiner (38-414).

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 70.1 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 May 18, 2022** to the email address listed below. Please include the Box # **(Box# FSE2-HEA-05044)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Shelly Smith
Box# FSE2- HEA-05044
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Shelly.Smith@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.