



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill Job Vacancy

Program Research Specialist 2, SG-18

Location: Albany or NYC

Business Unit: Research & Innovation Division

Negotiating Unit: Professional, Scientific & Technical (PEF)

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

Salary: \$61,270 - \$77,912

***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 candidates for the position of Program Research Specialist 2 in its Research and Innovation Division. The Program Research Specialist 2 duties will include, but not be limited to, the following:

- Analyzes and reconciles data submitted by Virtual Currency Licensees;
- Reviews and monitors quality of data submissions by Virtual Currency entities; monitors variances; identifies trends; and recommends relevant actions to management;
- Reconciles transactions by comparing and correcting data;
- Maintains database by entering, verifying, and backing-up data;
- Recommends actions by analyzing and interpreting data and making comparative analyses;
- Protects operations by keeping financial information confidential; and
- Contributes to team effort by accomplishing related results and work on ad hoc projects, as needed.

Appointment method:

List Appointment: Candidates must be reachable for appointment on the Civil Service eligible list #26-093, Program Research Specialist 2.

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/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 May 31, 2022**, to the email address listed below. Please include (**Box PRS2-05779**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Nicole Pickel
Box PRS2-05779
New York State Department of Financial Services
Office of Human Resources Management
99 Washington Avenue, Suite 301
Albany, New York 12257
Email: Nicole.Pickel@dfs.ny.gov
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.