



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to fill multiple vacancies

Program Aide, SG-13

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: \$47,039 - \$59,088

Appointment Status: Permanent

The New York Department of Financial Services seeks to build an equitable, more transparent and resilient financial system that benefits New Yorkers and supports business. Through engagement, data-driven regulation, and operational excellence, DFS is responsible for empowering consumers and protecting them from financial harm; ensuring the health and stability of the financial entities we regulate; and driving economic growth through responsible innovation.

The Department of Financial Services (DFS) is seeking applicants to fill the position of Program Aide. The incumbent will perform general activities in support of the Office of Human Resources as assigned, including, but not limited to:

- Provides assistance to Office Managers and recruitment staff by creating reports and gathering and tracking various information;
- Monitors multiple Human Resources mailboxes and prepares responses accordingly;
- Schedules interviews and manages calendar appointments;
- Assists with tracking Financial Service Examiner (FSE) candidates and FSE traineeship recruitment timeline and process;
- Prepares and mails canvass letters;
- Drafts recruitment materials and job postings for review by higher level staff;
- Reviews employment applications and identifies candidates that meet qualifications for job postings;
- Enters transactions and runs reports in HRIS and NYSTEP;
- Perform exit interviews to gain information on turnover;
- Provides general Human Resources support; and
- Additional assignments as required.

Preferred Skills:

- Effective writing, communication and customer service skills.
- Strong technical and organizational skills.
- Computer proficiency in Microsoft Office Suite, including Excel, Word and Outlook.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 00-340.

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/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 exceed two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than June 30, 2022**, to the email address listed below. Please include **(Box PA-00738)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Christine McCann
Box PA-00738
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Christine.mccann@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview

Public Service Loan Forgiveness

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

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.