



An Equal Opportunity/Affirmative Action Employer

## **Announcement of Intention to Fill A Job Vacancy**

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### **Training Specialist 2, SG-23**

**Location: One Commerce Plaza, Albany**

**Business Unit: Training Unit**

**Negotiating Unit: Professional, Scientific, and Technical (PS&T)**

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

**Salary: \$79,325 to \$100,342**

**Appointment Status: Contingent Permanent**

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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 is seeking candidates for the position of Training Specialist 2. Duties include, but are not limited to, the following:

- Works with agency subject matter experts to author on-site and online learning programs that build technical skills and knowledge needed by agency staff to effectively perform job related duties;
- Develops and maintains relationships with business unit managers to assess skill and knowledge gaps, identifies and develops learning solutions and proactively market opportunities for training needs;
- Provides coaching and counseling to staff and department managers related to skill development and technical knowledge;
- Serves as a liaison with GOER, PSWP, NYS & CSEA Partnership, and federal providers regarding educational needs and obtain learning solutions funded through agreements with the named organizations and regulatory authorities;
- Investigates various sources to find information, materials, and technologies to help in the design and development of training programs;
- Collaborates with other unit staff to assist employees in obtaining and/or attending learning events through the Statewide Learning Management System (SLMS) including enrollment, tracking, and updating learner histories, as well as producing requested metrics related to Department learning activities;
- Identifies and recommends outside vendors to provide specific training and development programs;
- Instructs NYS GOER programs for DFS staff focused on the improvement of management, supervisory and professional skills;
- Facilitates manage host/co-host or instructs in person and virtual delivery of DFS educational events; and
- Other duties as assigned.

**Appointment method:**

**List Appointment:** Candidates must be reachable on the Civil Service eligible list for #37-560 Training Specialist 2.

**Transfer:** Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 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 July 6, 2022** to the email address listed below. Please include the Box # **(Box 00750)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Douglas Arthur  
Box 00750  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
Email: Douglas.Arthur@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](mailto:info@goer.ny.gov).***