



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

Senior Administrative Analyst, SG-18
(May be filled at the trainee level)

Location: One State Street, New York City

Business Unit: Investigations and Intelligence

Negotiating Unit: Professional, Scientific and Technical (PEF)

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

Salary: \$46,529 - \$59,542 (Trainee 1 level)

\$49,202 - \$62,806 (Trainee 2 level)

\$61,270 - \$77,912 (SG-18 level)

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 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 Senior Administrative Analyst in the Investigations and Intelligence Division. Duties include, but are not limited to, the following:

- Provides administrative and analytical support to the Investigations and Intelligence Division, primarily supporting the Cybersecurity Investigations team;
- Reviews the secure cyber event portal on a daily basis for notifications from licensees ("Reporting Licensees") to DFS and identifies and assesses risk;
- Identifies trends in cybersecurity risk for the Cybersecurity and Enforcement Divisions, as demonstrated by cybersecurity incidents of Reporting Licensees
- Collects and maintains data of cyber events or cyber breaches on an internal spreadsheet, produces analysis and reports as needed;
- Reports out on cyber events to the appropriate business unit(s) as well as the Cybersecurity Division and IT Examination team;
- Analyzes cyber events and follows-up with the Reporting Licensee for any further information, as necessary;

- Assists in drafting memoranda comprised of findings with facts and analysis to support the recommendations upon which the business units of the Department may rely; and
- Assists higher-level staff in the investigations of cybersecurity incidents reported by the Department's Reporting Licensees.

Preferred Qualifications

- Experience with the Access database engine and Microsoft Excel.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for #00-437 (PATT); or the #26-570 (PCO).

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 October 6, 2022** to the email address listed below. Please include the Box # **SAA-02412** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Christine McCann
Box SAA-02412
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 Office of Employee Relations at (518) 473-3130 or via email at response@oer.ny.gov.