



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

Director Human Resources 2, M-2

Location: One Commerce Plaza, Albany

Business Unit: Human Resources Management

Negotiating Unit: Management Confidential (MC)

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

Salary: \$95,056 - \$120,156

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.

Under the general supervision of the Director Human Resources 3, the incumbent will oversee staff in planning, directing and evaluating the agency's personnel program and in other areas of human resources in the Director Human Resources 3's absence. The incumbent will be responsible for oversight of the classification of new positions, reclassification of existing items, and reallocation and title structure change requests to ensure appropriate position management of the agency; recruitment activities and related staffing processes; the attendance and leave program; staff development and training activities; administration of employee benefits; and payroll transactions. Duties will include, but are not limited to the following:

- Oversees staff in planning, directing and evaluating the agency's personnel program and in other areas of human resources in the Director Human Resources 3's absence;
- Oversees the classification of new positions, reclassification of existing items, and reallocation and title structure change requests to ensure appropriate position management of the agency;
- Manages and directs recruitment activities and related staffing processes; the attendance and leave program; staff development and training activities; administration of employee benefits; and payroll transactions;
- Supports executive management's vision by aligning human resources strategies with organizational goals;
- Serves as expert advisor to executive management on human resources issues;
- Serves as the primary representative of the agency with Executive Chamber on human resources issues;
- Proactively manages succession planning and implements documented knowledge transfer strategies;
- Works with Associate Directors Human Resources and their staff to identify and clarify goals and objectives of each functional area;
- Sets priorities for pending or competing requests for information or services;
- Works with program managers to implement organizational changes and translates program area goals into specific assignments to appropriate staff;
- Collaborates with executive staff members to identify suitable candidates to fill vacancies;
- Ensures all human resources activities comply with federal and State laws, rules and regulations; and
- Plans, directs, supervises, and coordinates the work of professional and administrative support staff.

Preferred skills:

- Proficiency in HR systems, such as NYSTEP, and the Microsoft Suite, including Excel, Word and Outlook.
- Leadership and mentoring abilities, and commitment to teamwork.
- Organizational and multi-tasking skills, with attention to detail, in addition to interpersonal and communication skills.
- High degree of professionalism, strong work ethic and customer service focus.

Minimum Qualifications:

Candidates must have one year of permanent competitive service at a Grade 23 level or higher in a human resources, training or labor relations title.

Appointment method:

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 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/>.

Non-Competitive Promotion (NCP): Under Section 52.7 of the Civil Service Law: In accordance with Section 52.7 of the Civil Service Law, if the number of qualified candidates who apply for the position is three or less, a permanent appointment may be made, at agency discretion, by non-competitive promotion of an applicant who meets the minimum qualifications.

To Apply: Interested qualified candidates must submit a resume and letter of interest no later than January 18, 2023, to the email address listed below. Please include (Box DHR2-25010) in the subject line of your email to ensure receipt of your application. Email submissions are preferred.

Ryan Taratus
Box Box DHR2-25010
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: ryan.taratus@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.