



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

Program Aide, SG-13

Location: One State Street, New York City

Business Unit: Training Unit

Negotiating Unit: Civil Service Employees Association (CSEA)

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

Salary: \$48,881 – \$59,542

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 Program Aide in the Training Unit. Duties include, but are not limited to, the following:

- Establishes and maintains a thorough understanding of the training report process;
- Uses various computer software programs (including Microsoft Office Suite) to:
 - Compiles, tracks, and analyzes statistical and informational data; produces various reports, charts, and spreadsheets;
 - Applies analytical techniques in the preparation, review, and evaluation of a variety of reports;
 - Creates and edits draft correspondence and other documents;
 - Creates and/or maintains Training Unit SharePoint pages;
- Manages the DFS Learning Environment in the Statewide Learning Management System (SLMS) including the following tasks and activities:
 - Creates courses and classes: enrolls learners, tracks, and updates learner histories;
 - Prepares reports on training activity, supports the schedule of classes, and staff's requests for training updates; analyzes data and makes recommendations; and
 - Answers phone inquiries about SLMS from Department users and other SLMS administrators in a timely and professional manner;
- Works as a team or independently to manage multiple priorities and competing deadlines:
 - Communicates via telephone, email, correspondence, face to face, with a variety of individuals including supervisor, managers, Union personnel, other agency personnel;
- Independently researches problems and recommends solutions;
- Manages Training Resources;

- Communicates with Office Services and IT Helpdesk to ensure they are in working order or submits requests for maintenance/ assistance;
- Maintains the physical training lending library and the Access lending library database;
- Initiates and follows-up on purchasing office supplies needed for the team and scheduled classes;
- Maintains the DFS SharePoint sites:
 - Updates pages and documents to reflect changes;
 - Grants viewing privileges;
 - Creates new SharePoint pages as needed;
- Manages the Training Mailbox; and
- Other duties as assigned.

Preferred Qualifications

- Computer proficiency in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint and SharePoint.
- Familiarity with Microsoft 365 preferred.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for Administrative Aide/Agency Program Aide List # 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/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 December 30, 2022** to the email address listed below. Please include the Box # **PA-02606** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Christine McCann
 Box PA-02606
 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.