



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

Human Resources Specialist 3 LR, M-1

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: \$85,712 - \$108,342

Appointment Status: Contingent Permanent

Travel: 30%

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 candidates for the position of Human Resources Specialist 3 LR. The incumbent will assist in the administration of and supervise staff in the performance of duties related to performance management, labor relations, and advising program staff on personnel matters. Duties include, but are not limited to, the following:

- Exercises frequent oral and written communications with program managers, agency administrators, employees at all levels, and others to identify and resolve various existing or potential human resources problems;
- Provides advice and consultation to supervisors and managers to ensure proper interpretation and administration of contract provisions and avoid misunderstandings that may lead to employee dissatisfaction and grievances;
- Reviews and evaluates changes in negotiated agreements; and advises management of their impact on the labor relations program;
- Provides information concerning policies, procedures and interpretation and administration of various contract provisions to program managers and supervisors;
- Reviews and evaluates policies and procedures; and recommends and implements new and revised ones;
- Schedules and conducts grievance meetings at Step 1 and Step 2. Obtains all the necessary information to either resolve the grievance or write a complete decision. Identifies and reports to the Director any significant issues. Acts as agency liaison to GOER at Step 3 and beyond to provide additional information, as necessary;
- Conducts investigations into potential employee misconduct, which may involve interviewing witnesses, conducting interrogations, and reviewing pertinent evidence in order to make a recommendation regarding administrative action;
- Assists in carrying out the Department's discipline program, including suspending employees, issuing Notices of Discipline, scheduling and conducting Agency Level Review Meetings, preparing witnesses, and representing the Department in disciplinary arbitration hearings;
- Represents the Department at CSEA Expedited or Time and Attendance hearings, as well as PEF Expedited Suspension Review Proceedings;
- Processes and conducts performance evaluation appeals;
- Participates and serves as Management representative on labor management committees;
- Supports the development and implementation of the Department's performance management efforts, especially as it relates to the Department's Financial Services Examiner Traineeship program;

- Coordinates Unsatisfactory Performance Evaluation Appeal Board Hearings;
- Oversees the coordination of Employee Health Service Referrals, including researching issues involved, preparing EHS-707 and supporting referral data;
- Manages appeals process for Section 72 appeals, including arrangement of hearing officer, all communications, and may lead or assist in the administrative hearing presentation;
- Incumbent will have frequent contact with the Office of Employee Relations and the Department of Civil Service in resolving various employee and labor relations issues. In addition, incumbent may interact with the Office of the State Comptroller and occasionally meet with other agency representatives on matters of mutual concern;
- Supervises lower level professional and clerical staff; and
- Schedules and assigns work to subordinate staff; and adjusts workload to reflect changes. Monitors work progress and reviews completed work.

Preferred Qualifications

- Strong written and verbal communication abilities.
- Organizational and multi-tasking skills, with attention to detail.
- High degree of professionalism, confidentiality, and strong work ethic.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 38-203.

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/>.

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 February 14, 2023** to the email address listed below. Please include the Box # **(Box HRS3LR-00728)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Douglas Arthur
Box HRS3LR-00728
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 Office of Employee Relations at (518) 474-6988 or via email at response@oer.ny.gov.