



An Equal Opportunity/Affirmative Action Employer

## **Announcement of Intention to Fill Multiple Job Vacancies**

---

### **Associate Health Policy Analyst (Financial Services Specialist 4 (Policy Analysis), SG-27)**

**Location:** Albany or NYC

**Business Unit:** Health Bureau

**Negotiating Unit:** Professional, Scientific and Technical (PEF)

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

**Salary:** The starting salary for this position is \$97,826 with periodic increases up to \$120,492

**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

**Appointment to this position is pending Governor Appointment's Office and Division of Budget approval.**

---

The New York State 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 Associate Health Policy Analyst in the Health Bureau. Duties include, but are not limited to, the following:

- Reviews files and materials submitted by insurers for approval in relation to certain accident and health insurance products;
- Manages investigations and responses to complaints on a wide range of health insurance topics;
- Assists management with developing procedures and standards for review of provider network adequacy filings, oversees review of the filings, and coordinates with other state agencies;
- Oversees and develops standards for the review of reports filed by utilization review agents in relation to compliance with timeframes and requirements for making medical necessity determinations;
- Researches and analyzes State and federal statutes and regulations and their effects upon health insurers, and assists in drafting and implementing legislation, regulations, and circular letters;
- Oversees research, planning, administration, and/or analysis of the policies and procedures affecting health insurers;
- Assists with work and review of issues related to the federal No Surprises Act and the Mental Health Parity and Addiction Equity Act (MHPAEA);
- Manages Health Bureau programs, including the Consolidated Omnibus Budget Reconciliation Act (COBRA) subsidy program;
- Works closely with the Health Bureau's management team to assess current priorities and practices including making recommendations for improvements;
- Meets with representatives of the health insurance industry, trade groups, and other governmental agencies to discuss public policy, market and product issues, health programs and other initiatives, and explaining or advocating for the Department;

- Participates in task forces/workgroups with the health insurance industry or other governmental agencies;
- Assists with the handling of special projects, studies, data collection, and reports;
- May supervise lower level staff; and
- Other duties as assigned.

### **Preferred Qualifications**

- JD Preferred.
- Ability to multitask.
- Excellent communication and writing skills.

### **Appointment method:**

Candidates must meet the minimum qualifications listed below in order to be eligible for appointment.

**Non-Competitive:** A Bachelor's Degree in Business, Business Administration, Economics, Econometrics, Finance, Health, Health Administration, Health Policy, Law, Mathematics, Political Science, Public Administration, Public Health, Public Policy, Risk Management or Statistics and five (5) years of specialized experience in one or more of the following of which two (2) years must have been at a supervisory level:

- Research, planning, administration, and/or analysis of the policies and procedures affecting regulated entities and how they conduct business activities with the public and/or other regulated entities.
- Research and analysis of State and federal statutes and regulations and their effects upon the business activities of financial services entities with regard to the public and/or other financial services entities.

A Master's Degree in one (1) of the related fields or a J.D. may substitute for one (1) year of specialized experience. A Ph.D. in one (1) of the related fields may substitute for two (2) years of specialized experience.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than March 29, 2023** to the email address listed below. Please include the Box # **(Box AHPA-FSS4PA-10640)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Thomas Hurd  
Box AHPA-FSS4PA-10640  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
Email: NCE.Notifications@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](mailto:response@oer.ny.gov).***