



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

Program Outreach Specialist 2, SG-23

Location: One State Street, New York City

Business Unit: Innovation Policy

Negotiating Unit: Professional, Scientific and Technical (PEF)

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

Salary: \$79,325 – \$100,342

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 (DFS) is seeking candidates for a Program Outreach Specialist 2 position in its Innovation Policy Unit, housed in the Division of Research and Innovation. This position represents a chance to tackle cutting-edge policy issues in financial services in New York, including those related to fintech, insurtech, cryptocurrency, decentralized finance, and the use of artificial intelligence and machine learning by the industry.

The Innovation Policy Unit is charged with maintaining best practices for policy review and development; performing qualitative and quantitative research to inform DFS decision-making and influence internal and external stakeholders; conducting policy reviews of innovation topics; maintaining an external engagement program with innovators; and hosting and attending innovation-related outreach events. The Program Outreach Specialist 2 will lead projects focused on stakeholder engagement and outreach events for the Innovation Policy Unit, and Department wide.

The position entails drafting, editing, and disseminating written materials; and developing content concerning the programs and activities of the Research and Innovation Division for a variety of internal and external mediums. The position will also be responsible for tracking external engagement with market participants and other regulators. The Program Outreach Specialist 2 will help design and run public and internal events.

Duties include, but are not limited to, the following:

- Develops and disseminates training curricula, informational materials, and publicity materials, for various audiences, to publicize programs and induce participation;
- Designs reporting and data collection instruments for reporting on outreach and events;
- Designs and develops conferences and workshops and to secure participation from target stakeholders;
- Tracks ongoing stakeholder participation;
- Manages the DFS Exchange program;

- Assists in DFS website copy and edits;
- May supervise lower level staff; and
- Supports the creation of press-facing materials, where needed.

Preferred Skills

- Highly organized and proactive.
- Experience managing complex projects with multiple stakeholders.
- Excellent written and oral communication skills.
- Experience coordinating senior and executive level interactions.
- Visual design experience.
- Experience coordinating virtual and in-person events.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 26-367.

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/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 March 31, 2023** to the email address listed below. Please include the Box # **(Box POS2-09150)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Douglas Arthur
Box POS2-09150
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) 473-3130 or via email at response@oer.ny.gov.