



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Project Analyst (Financial Services Specialist 1 (Policy Analysis), SG-18)

Location: New York City or Albany

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: The starting salary for this position is \$61,270 with periodic increases up to \$77,912

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 (DFS) is seeking applicants for a role in its Innovation Policy Unit (IPU), 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 Project Analyst will support the project management needs of the various policy analysts across the IPU, and will help ensure that policy projects are being conceptualized, researched, and delivered in operationally-effective and consistent ways.

The position entails refining and implementing a standard approach to plan, track and report on the performance of multiple ongoing policy projects. The position will support managers, analysts, and project leads with the completion of project objectives, including effectively managing project risks. In addition, the Project Analyst will help streamline processes to produce more efficient progress overall.

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

- Provides technical assistance in implementing new or revised administrative processes;
- Reviews, designs and controls organizational forms for internal or external use;
- Reviews and updates policy, administrative and procedural manuals;

- Implements and conducts quality reviews for the records management program for filing, protection, and retrieval of records;
- Supports policy analysts on developing a detailed project plan considering the objectives, timelines, responsible parties, stakeholders, and potential challenges to be solved;
- Supports the collection of pertinent data through various means such as interviews, conferences, questionnaires, reports and on-site observations;
- Documents any revisions to overall project plans and reports out on those revisions to project leads and managers to improve and address overall project objectives;
- Identifies the problems or factors inhibiting the achievement of project goals and offers administrative or operational solutions to project leads;
- Under the direction of project leads and managers, helps to write periodic progress reports containing findings and recommendations; may make oral presentations to agency officials and other concerned parties to answer questions regarding the project and its implementation;
- Prepares or directs the preparation of reports and other material necessary to implement policy recommendations;
- Compiles, tracks and analyzes IPU performance measure data and provides information to management, if requested; and
- Performs duties in support of IPU performance improvement initiatives such as planning and facilitating process improvement events and trainings; analyzing data and performance; preparing and presenting specific studies, surveys, projects and documentation.

Preferred Qualifications

- Planning and administration responsibilities.
- Analysis of policies and procedures affecting business and/or regulation.
- Planning and coordination of events and ongoing programs.

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 two (2) years of specialized experience in one or more of the following:

- 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 31, 2023** to the email address listed below. Please include the Box # **Box PA-FSS1PA-10586** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Anthony Craft
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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.