



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Administrative Specialist 1, Salary Grade 18 (Positions may be filled at the Trainee level)

Location: One Commerce Plaza, Albany

Business Unit: Consumer Assistance Unit

Negotiating Unit: Management Confidential (MC)

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

Salary: \$61,423- \$76,218 (Journey Level)
\$51,848- \$64,855 (Trainee 2)
\$48,940- \$61,475 (Trainee 1)

Appointment Status: Contingent Perm

The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services is seeking candidates for the position of Administrative Specialist 1 in the Consumer Assistance Unit (CAU). Duties include, but are not limited to, the following:

- Establishes new codes and associated business rules, creates new template letters, monitors automatic functions to ensure processes function properly, tests new functionality, troubleshoots system problems, and works with IT staff to resolve identified issues;
- Coordinates with Senior License Examination Specialist in Albany CAU and the Head Clerk in the NYC CAU to ensure adequate coverage of all functions;
- Manages processing of officers and directors' background investigations, including monitoring work performed by staff, communicating with regulatory bureau staff, state agencies, the National Association of Insurance Commissioners (NAIC) and various vendors;
- Manages support staff to ensure coverage for processing new applications and responses on existing files;
- Supervises Albany support staff which includes preparing probationary reports and evaluations, reviews and approves timecards and trains staff support on new functions and process;
- Recommends workflow efficiencies to streamline Processing Unit functions; and
- Other duties as assigned.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 26-872, Professional Career Opportunities, or 00-437, Public Administration Traineeship Transition

55 b/c Appointment: Candidates must meet the eligibility requirements of the Governor's Program to Hire Individuals and Veterans with Disabilities as described in Civil Service Law § 55b/c. Information about this program can be found here: <https://www.cs.ny.gov/rp55/>

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 70.1 or 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 June 2, 2023** to the email address listed below. Please include the Box # **(ADSP1-02759)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Jonelle Bayer
Box ADSP1-02759
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Jonelle.Bayer@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.