



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Assistant Director Financial Administration 2, M-2

Location: One Commerce Plaza, Albany

Business Unit: Office of Financial Management

Negotiating Unit: Management Confidential (MC)

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

Salary: \$97,908-\$123,761

Appointment Status: Permanent

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 Assistant Director Financial Administration 2 in the Office of Financial Management (OFM). This position will be an important part of the managerial team for OFM, which also includes agency budgeting and assessment of financial service industries, among other related functions. This position will oversee an active and challenging procurement program which requires close coordination with other Department Divisions as well as other internal and external stakeholders. The position supervises multiple teams in the review, development, and preparation of contracts, procurements, and related documents. Duties include, but are not limited to, the following:

- Supports the Assistant Deputy Director of Administration and Operations in all aspects of OFM, including strategic planning, staff development, reviewing and streamlining procedures and responding to Executive level staff;
- Assists in planning, directing, and coordinating activities for OFM, with a focus on contracting, purchasing, and Minority and Women-owned Business Enterprise (MWBE) & Service-Disabled Veterans' Business Development (SDVOB), and supporting other OFM activities to ensure departmental resources are managed in accordance with laws and regulations
- Manages the development, implementation, and maintenance of office policies and procedures to monitor and control the contract process;
- Reviews proposed contracts for fiscal and programmatic correctness, adherence to State policy, compatibility with agency programs and program goals, availability of funds, and appropriateness of rates;
- Manages contract funds and spending authority through the reconciliation of monthly expenditures and payments;
- Reviews contract amendments to determine the impact and ensure continued compliance with laws, rules, and regulations;
- Provides guidance, technical assistance, and training to staff to facilitate the contract and procurement processes;
- Reviews and provides feedback on State and federal legislation, agency policy directives, plans submitted to federal agencies, contracts, litigation, audit responses, and other programmatic and operational proposals;
- Assists with special projects as needed; and
- Performs a full range of supervisory tasks.

Appointment method:

Non-Competitive Promotion (NCP): In accordance with Section 52.7 of the Civil Service Law, if the number of qualified candidates who apply for the position is three or less, a permanent appointment can be made, at agency discretion, by non-competitive promotion of an applicant who meets the minimum qualifications.

Provisional: There is currently no active list. This could be a provisional appointment. A provisional appointment is a non-permanent appointment pending examination and permanent appointment to a competitive class position. Candidate must meet the minimum qualifications and will be required to take exam if given.

Minimum Qualifications: One year of permanent service in a financial management, accounting, contract management, or budgeting position allocated to Grade 23 or higher.

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 December 1, 2023** to the email address listed below. Please include the Box # **(Box ADFA2-00501)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
Box ADFA2-00501
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: ryan.taratus@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.