



An Equal Opportunity/Affirmative Action Employer

## Announcement of Intention to Fill a Job Vacancy

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### **Human Resources Specialist 2 (Labor Relations), SG-23**

**Location:** One Commerce Plaza, Albany

**Business Unit:** Human Resources Management

**Negotiating Unit:** Management Confidential (MC)

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

**Salary:** \$81,792 - \$102,189

**Appointment Status:** Permanent

**Travel:** 30%

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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 the position of Human Resources Specialist 2 Labor Relations in the Office of Human Resources. The incumbent will assist in the administration of and supervise staff in the performance of duties related to performance management, labor relations, and advising program staff on personnel matters. Duties include, but are not limited to, the following:

- Provides information concerning policies, procedures and interpretation and administration of various contract provisions to program managers and supervisors;
- Schedules and conducts 2<sup>nd</sup> Step hearings of contract/non-contract grievances for represented bargaining units; CSEA and PEF, as well as for Management-Confidential. Obtains all the necessary information to either resolve the grievance or write a complete decision;
- Oversees the agency time and attendance program. Conducts time and attendance reviews and provides guidance and direction to agency supervisors/managers in the handling of time and attendance issues. Prepares Time and Attendance Notices of Discipline (for PEF and CSEA) and represents the agency at time and attendance hearings and/or arbitration hearings;
- Investigates allegations of misconduct and prepares investigative material, along with reports for review of findings and recommendations. Conducts interrogations, as necessary;
- Participates in the administration of agency discipline process, including but not limited to: prepares and issues Notices of Discipline, as necessary: schedules and conducts Agency Level Review Meetings for Notices of Discipline: negotiates and obtains settlement if possible, and with Management approval: for CSEA Notices of Discipline, prepares and presents cases at Expedited Arbitration: for PEF, assists in preparation of cases for arbitration and may have the responsibility of presenting cases at arbitration, depending on complexity, which includes identification of witnesses and documents necessary as evidence and preparing witnesses for testimony: and, as necessary, researches and prepares closing briefs;
- Processes Performance Evaluation Appeals, as necessary;
- Consults with the Office of Employee Relations (OER) with respect to contract interpretation for discipline and grievance issues. For grievances this can be in relation to implication at the 2<sup>nd</sup> Step (Agency), 3<sup>rd</sup> Step (OER) or at arbitration/triage;
- Participates in the labor-management meetings as a representative of Management at Statewide Labor-Management meetings, as well as NYC and Albany Health and Safety; and

- Participates as needed in any special projects assigned to the Office of Human Resources Management/Labor Relations.

### **Preferred Qualifications**

- Strong written and verbal communication abilities.
- Organizational and multi-tasking skills, with attention to detail.
- High degree of professionalism, confidentiality, and strong work ethic.

### **Appointment method:**

**List Appointment:** Candidates must be reachable on the Civil Service eligible list #38-202 for Human Resources Specialist 2 (Labor Relations).

**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 HRS2LR-00705)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Tess Reepmeyer  
Box HRS2LR-00705  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
Email: Tess.Reepmeyer@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) 474-6988 or via email at [response@oer.ny.gov](mailto:response@oer.ny.gov).***