



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

---

**Director Human Resources 3, M-3**

**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: \$108,665 - \$137,319**

**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 to fill the position of Director Human Resources 3, M-3, in the Human Resources Management (HRM) office located in Albany, NY. Duties will include, but are not limited to, the following:

- Plans and directs the agency's overall human resource program;
- Ensures effective communication and working relationships between the HRM office and customers/stakeholders, such as agency program managers, DFS staff and control agency representatives (Civil Service, Division of the Budget and the Office of the State Comptroller);
- Directs and manages activities associated with the agency's staffing plan and classification plan;
- Evaluates and recommends specific classification actions to meet program objectives;
- Directs all agency recruitment, selection and promotion activities to ensure compliance with all State and internal rules and regulations; works with Department of Civil Service staff to develop the form and scope of exams;
- Manages all staff development activities, including workforce and succession planning, and knowledge transfer;
- Directs the preparation of HRM's annual internal control certification and develops and implements work plans to mitigate any identified risks;
- Works closely with the Office of Financial Management to ensure that appropriate funding is available for staffing requests;
- Leads staff in identifying, implementing and managing process improvements and quality initiatives;
- Oversees the documentation and maintenance of all HRM policies and procedures;
- Leads and manages projects to improve HRM service delivery;
- Travel, on occasion as needed; and
- Other duties as assigned.

**Preferred Skills**

- Proficiency in HR systems, such as NYSTEP, and the Microsoft Suite, including Excel, Word and Outlook.
- Leadership and mentoring abilities, and commitment to teamwork.

- Organizational and multi-tasking skills, with attention to detail, in addition to interpersonal and communication skills.
- High degree of professionalism, strong work ethic and customer service focus.

**Appointment method:**

**Transfer:** Candidates must have one year of permanent service in a title eligible for transfer under §52.6 of the Civil Service Law.

*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.*

**Minimum Qualifications:** Candidates must have one year of permanent service at M-1 or higher in a human resources, training, or labor relations title.

**Non-Competitive Promotion (NCP):** In accordance with §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.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than March 5, 2024** to the email address listed below. Please include the Box # **DHR3-00700** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus  
**Box DHR3-00700**  
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](mailto:response@oer.ny.gov).***