Announcement of Intention to Fill Multiple Job Vacancies

Executive Recruitment Specialist

Location: One Commerce Plaza, Albany  Business Unit: Human Resources

Negotiating Unit: Management Confidential (MC)

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

Salary: $59,038 - $73,259 (Salary is commensurate with experience)

Appointment Status: This is an appointment to a position in the exempt jurisdictional class.

Appointment to this position is pending Governor Appointment’s Office and Division of Budget approval.

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 Executive Recruitment Specialist in the Human Resources Management Unit. The Executive Recruitment Specialist will function with a great degree of independence in providing professional level recruitment support directly to high level Executives within DFS. Discretion, tact, confidentiality, and diplomacy skills are essential.

Other duties include, but are not limited to the following:

- Conducts all aspects of non-competitive and exempt statewide recruitment in compliance with Civil Service Law, Affirmative Action statutes, Americans with Disabilities Act, and Department policies and guidelines;
- Reviews large volume of resumes to determine if candidates are qualified and forwards recommendations to Executive staff;
- Maintains effective lines of communication with potential candidates, as well as Executive Staff, as it relates to hiring and recruiting needs;
- Develops job duties and prepares job vacancy notices;
- Sources candidates from a variety of sourcing options;
- Prepares letters and maintains effective communication with potential candidates while keeping Executive staff informed;
- Tracks progress of ongoing recruitments, initiates follow-up and provides regular status updates;
- Advises on status of critical items and maintains timelines and deadlines;
- Assists in the development of Human Resources procedures;
- Assists the Human Resources Director with projects related to advancing the agenda for DFS, as assigned; and
- Other duties as assigned.

Preferred Qualifications:

- A Bachelor’s Degree and at least two years of recruitment experience.
- Able to handle a heavy workload with competing and tight time frames.
• Ability to work independently and be resourceful in utilizing tools and information.
• Organizational and multi-tasking skills, with attention to detail, in addition to interpersonal and communication skills.
• High degree of professionalism, confidentiality, strong work ethic and customer service focus.
• Proficiency in Microsoft Suite, including Excel, Word, and Outlook.
• Familiarity with HR related software is preferred.

Appointment method:

This is an appointment to a position in the exempt jurisdictional class. As such, the incumbent of this position would serve at the pleasure of the appointing authority.

To Apply: Interested qualified candidates must submit a resume and letter of interest no later than July 29, 2022 to the email address listed below. Please include the Box # (Box ERS-SA-00154) in the subject line of your email to ensure receipt of your application. Email submissions are preferred.

Christine McCann
Box ERS-SA-00154
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: NCE.Notifications@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.