Announcement of Intention to Fill a Job Vacancy

Program Aide, SG-13

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

Negotiating Unit: Civil Service Employees Association (CSEA)

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

Salary: $46,983 – $57,231

Appointment Status: Permanent

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 is seeking candidates for the position of Program Aide. Duties include, but are not limited to, the following:

• Assists with entering a variety of personnel transactions via PayServ, LATS, and HRIS;
• Assists Health Benefits Administrator with ordering and maintaining health and retirement publications, and generating correspondence relating to coverage;
• Assists Payroll with processing PayServ transactions and compiling Payroll reports each pay period;
• Conducts new employee orientation sessions;
• Reviews timesheets and answers questions and ensures proper guidance to payroll to effectuate accurate payments;
• Provides employees and managers with information on and interpretations of the agency’s personnel procedures and policies, the personnel transaction process, attendance rules, employee programs, or other aspects of the personnel system;
• Intakes and reviews a variety of HR forms for accuracy and tracks them through approval process;
• Maintains and monitors various HR related electronic mailboxes; and
• Performs various other duties in support of office operations.

Preferred Qualifications

• Excellent writing and communication abilities are preferred.
• Should be a self-starter, outgoing and team-oriented.
• Strong attention to detail and organizational skills are a must.
• Ability to work effectively and professionally with higher level management staff is essential.
• Computer proficiency in Microsoft Office Suite, including Outlook, Word, Excel, etc. is a component of the assignment.
• Familiarity with LATS, PayServ and HRIS is desirable.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for Administrative Aide/Agency Program Aide #00-340.

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 70.1 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 July 29, 2022 to the email address listed below. Please include the Box # (Box PA-25009) in the subject line of your email to ensure receipt of your application. Email submissions are preferred.

Christine McCann
Box PA-25009
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Christine.McCann@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.