An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

**Deputy General Counsel for Administration and Operations, NS**

**Location:** One State Street, NYC  
**Business Unit:** Office of General Counsel

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

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

**Salary:** $143,454 - $180,438 (Salary is commensurate with experience)

Positions located within the New York City metropolitan area, as well as Suffolk, Nassau, Rockland, and Westchester Counties, are also eligible to receive an additional $3,026 annual downstate adjustment.

**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 is seeking candidates for the position of Deputy General Counsel for Administration and Operations in the Office of General Counsel. The position will report directly to the General Counsel.

The core function of the Office of General Counsel (“OGC”) is to provide legal advice to the Superintendent of Financial Services (“Superintendent”) and all Divisions of the Department of Financial Services (“DFS” or the “Department”) regarding the construction, application, and enforcement of the Banking, Insurance, and Financial Services Laws and associated regulations.

Duties include, but will not be limited to, the following;

- Legal Advice to DFS Divisions: Provides timely legal advice on operational and administrative issues impacting DFS;
- Adjudication Program. Responsibility for DFS’ adjudication program, oversees hearing officers who conduct hearings in administrative disciplinary proceedings and advises the Superintendent or her designee on whether to adopt the hearing officers’ reports and recommendations;
- Ethics. Supports DFS ethics officers who are OGC attorneys to provide advice to DFS employees regarding State ethics laws;
- Records Disclosure. Oversees all matters under the New York Freedom of Information Law (“FOIL”). OGC attorneys also serve as FOIL appeals officers;
- Human Resources. Provides legal advice to the Human Resources Department and provides support in EEOC and DHR matters (note: updates regarding these matters will be provided separately in light of the uniquely sensitive nature of the information);
- Liquidation Matters. Acts as the liaison with the Liquidation Bureau and the Office of the Attorney General for the preparation and filing of liquidation petitions;
- Procurement: Provides legal advice on all procurement and other contracting matters, such as direct pay.
• Advances and institutionalizes progressive workplace initiatives from a permanent telecommuting program to an agency-wide performance management program;
• Provides expert advice to General Counsel on confidential, sensitive, and complex issues;
• Represents OGC and liaises with other state agency commissioners and deputy commissioners, particularly on the operations side: Department of Civil Service, Division of Budget, and the Governor’s Office; and
• Represents OGC while liaising with other state and federal agencies as well as intergovernmental partners.

Preferred Qualifications

• Law degree from an accredited law school and admission to, and member in good standing of, the New York State Bar.
• At least eight years of relevant post-bar experience.
• At least four years of managerial supervision with a demonstrated ability to supervise large teams.
• Strong project management skills, including experience managing many time-sensitive, complex projects simultaneously;
• Strong analytical skills and superior written and oral communication skills.
• Demonstrated ability to manage human capital and other resources to support short- and long-term priorities.

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 September 1, 2022 to the email address listed below. Please include the Box # (Box DGCOA-DC-00204) in the subject line of your email to ensure receipt of your application. Email submissions are preferred.

Thomas Hurd
Box DGCOA-DC-00204
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.