



An Equal Opportunity/Affirmative Action Employer

## **Announcement of Intention to Fill Multiple Job Vacancies**

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### **Virtual Currency Senior Analyst (Financial Services Specialist 2 (Compliance), SG-23)**

**Location:** Albany or NYC

**Business Unit:** Virtual Currency

**Negotiating Unit:** Professional, Scientific and Technical (PEF)

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

**Salary:** The starting salary for this position is \$79,325 with periodic increases up to \$100,342.

**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:** Permanent

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

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The New York State 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 Virtual Currency Senior Analyst, SG-23, in the Virtual Currency Unit within the Research & Innovation Division. The Virtual Currency Senior Analyst serves as a specialist for regulated Virtual Currency entities, including companies holding licenses to engage in virtual currency business activities ("BitLicenses"). Travel may be required within and outside of New York State.

Duties will include, but not be limited to, some or all of the following:

- Supports the supervision and examination of BitLicensees, and possibly other DFS-regulated Virtual Currency entities, for compliance with relevant laws, regulations, guidance, and supervisory expectations;
- Reviews prior examination reports, and periodic reports submitted by institution(s) to become informed of specific problem areas, overall financial condition, management of institution(s) and to plan examination;
- Meets with institution management to present credentials, discusses scope of examinations, request information and materials needed for supervision and examination, and obtains general orientation to the institution's operations;
- Prepares comprehensive reports, including general findings, specific comments on problem areas and DFS responses to requests by institutions;
- Discusses findings with management and obtains their responses to comments on the operation of their institution;
- Supports the build-out of or enhancements to internal policies and procedures related to the BitLicense supervisory process, such as examination manuals and internal best-practices;
- Remains up-to-date on best practices from institutions, including skills involving blockchain monitoring and blockchain analytics; transaction sampling for purposes including the validation of transaction monitoring and sanctions screening systems; the verification of claimed Virtual Currency holdings; validation of stablecoin backing

assets; auditing of the self-certification of coin listings by regulated companies; and observation of the application of anti-fraud and market-manipulation policies and procedures;

- Reviews and processes applications for BitLicenses and Virtual Currency trust company charters, and participates in non-periodic supervision of regulated Virtual Currency entities, including applications to adopt material changes of business;
- Communicates with and presents to senior and executive management, both orally and in written memoranda and presentations, analyzes issues and/or recommends DFS action on any issues encountered in connection with the above;
- Supports new initiatives around policy supervision and internal processes related to the Virtual Currency Unit; and
- May supervise lower level staff.

**Preferred Qualifications:**

Experience in one or more of the following are not required but are helpful:

- Virtual currency;
- Bank Secrecy Act/Anti-money Laundering (BSA/AML), Office of Foreign Assets Control (OFAC), and related laws, regulations, and best practices;
- Cybersecurity laws, regulations, and issues;
- Internal controls / governance;
- Financial analysis;
- Accounting; and
- The use of blockchain analytics software.

**Appointment method:**

Candidates must meet the minimum qualifications listed below in order to be eligible for appointment.

**Non-Competitive:** A Bachelor's Degree in Accounting, Actuarial Science, Auditing, Business, Business Administration, Business and Technology, Commerce, Consumer Sciences, Computer Science, Criminal Justice, Economics, Econometrics, Finance, Information Systems, Information System Engineering, Internal Controls, Health, Health Administration, Law, Mathematics, Public Administration, Public Affairs, Public Health, or Public Policy and two (3) years of specialized experience in one of the following:

- Evaluating the adequacy of board and management oversight of the financial institutions' compliance programs.
- Reviewing lending, deposit, insurance and other transactions to determine compliance with Financial Service's applicable laws/regulations.
- Identifying financial institutions' potentially unfair, deceptive, abusive or discriminatory acts or practices.
- Reviewing financial institution programs, policies and procedures for compliance with legal and regulatory requirements.
- Evaluating financial costs for the failure of financial services entities to adhere or comply with New York State, federal, or other states financial services laws.

A Master's Degree in one (1) of the related fields or a J.D. may substitute for one (1) year of specialized experience. A Ph.D. in one (1) of the related fields may substitute for two (2) years of specialized experience.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than March 29, 2023** to the email address listed below. Please include the Box # **(Box VCSA-FSS2C-10425)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Athony Craft  
Box VCSA-FSS2C-10425  
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](mailto:response@oer.ny.gov).***