



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Program Outreach Specialist 2, SG-23

Location: One Commerce Plaza, Albany
One State Street, New York City

Business Unit: Innovation Policy

Negotiating Unit: Professional, Scientific and Technical (PEF)

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

Salary: \$84,156- \$106,454

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 \$3,400 annual downstate adjustment.

Appointment Status: Permanent

The New York State Department of Financial Services (DFS) 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 applicants for a role in its Innovation Policy Unit, housed in the Division of Research and Innovation. This position represents a chance to tackle cutting-edge policy issues in financial services in New York, including those related to fintech, insurtech, cryptocurrency, decentralized finance, and the use of artificial intelligence and machine learning by the industry.

The Innovation Policy Unit is charged with performing qualitative and quantitative research to inform DFS decision-making and influence internal and external stakeholders; conducting policy reviews of innovation topics; maintaining best practices for policy review and development; managing an external engagement program with innovators; and hosting and attending innovation-related outreach events. The Program Outreach Specialist 2 will lead projects focused on stakeholder engagement and outreach events for the Innovation Policy Unit, and Department wide.

The position entails drafting, editing, and disseminating written materials; and developing content concerning the programs and activities of the Innovation Policy Unit for a variety of internal and external mediums. The position will also be responsible for tracking external engagement with market participants and other regulators. The Program Outreach Specialist 2 will help design and run public and internal events.

Duties include, but are not limited to, the following:

- Designs and develops conferences and workshops and to secure participation from target stakeholders;
- Manages the DFS Exchange program;
- Tracks ongoing stakeholder participation;

- Prepares briefing materials and supports the Deputy Superintendent for Innovation Policy in external engagement;
- Develops and disseminates training curricula, informational materials, and publicity materials, for various audiences, to publicize programs and induce participation;
- Designs reporting and data collection instruments for reporting on outreach and events;
- Assists in DFS website copy and edits;
- Supports the creation of press-facing materials, where needed; and
- May supervise lower level staff.

Appointment method:

Minimum Qualifications: Seven years of professional experience in a position where the primary (50% or more of the time) responsibility was the extensive promotion and representation of programs and services for public and/or private organizations for the purpose of increasing participation in, or utilization of, these programs and services. One year of the professional experience must have been at a supervisory level.

Substitutions: A bachelor's degree may be substituted for up to four years of the above experience; an associate's degree may be substituted for up to two years of the above experience.

Qualifying professional experience includes, but is not limited to professional experience in corporate, not for profit, private organizations and governmental agency public relations; advertising; marketing, or promotion of public programs and services. Duties must have included creating, scheduling, organizing, and promoting outreach activities*, including conferences, workshops, training sessions and other public events, to promote agency programs to target populations.

*An outreach activity is defined as any activity which promotes and educates or informs the public about existing or new programs and services to populations who might not otherwise have access to those programs and services of an agency or organization.

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS). For the duration of the NY HELPS Program, this title maybe filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply (see minimum qualifications above). At this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

List Appointment: Candidates must be reachable on the Civil Service eligible list for 26-36701.

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 52.6 or 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/cmof/>.

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 August 31, 2024** to the email address listed below. Please include the Box # (**Box POS09150**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
Box POS09150
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.

All people with disabilities are encouraged to apply to all jobs for which they meet the minimum qualifications.

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.