



An Equal Opportunity/Affirmative Action Employer

## **Announcement of Intention to Fill a Job Vacancy**

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### **Assistant Director Financial Administration 1, SG-25**

**Location: One Commerce Plaza, Albany**

**Business Unit: Office of Financial Administration**

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

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

**Salary: \$93,530- \$117,875**

**Appointment Status: Contingent Perm**

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The New York State Department of Financial Services 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 candidates for the position of Assistant Director Financial Administration 1 in the Office of Financial Management (OFM). This position will be an important part of the Revenue team for OFM, which also includes agency budgeting and procurement, among other related functions. Under the direction of the Financial Services Examiner 4, this position will provide day-to-day oversight of an active and challenging Revenue program which requires close coordination with other Department Divisions as well as other internal and external stakeholders. The position will supervise multiple teams in the collection, distribution, maintenance of taxes, fees and assessments. Duties include, but are not limited to, the following:

- Supervises collection of assessment, fines and fees imposed under the Banking, Insurance and Financial Services Laws;
- Supervises audits of various filings and taxes;
  - Responsible for the collection and administration of Security Funds (used for the payment of allowed claims to insureds in the event of an insolvency of an insurer), and Market Stabilization Pool funds (pooling mechanism to promote a health insurance marketplace where premiums do not unduly fluctuate and to protect insurers against unexpected shifts in the number of insureds);
- Supervises the maintenance of departmental accounts and expenditure controls;
- Monitors various systems and manages technical issues to resolution;
- Communicates status updates, issues, and improvement opportunities to management;
- Manages workload and staff assignments including the delegation, prioritization, and reprioritization of tasks and ensures assignments are completed in a timely manner;
- Supervises the Revenue Team;
- Creates and modifies performance plans and assignments based on unit needs and employee skillset;
- Evaluates and identifies training needs of staff;
- Conducts performance program development, evaluations, and time and attendance oversight;
- Identifies, proposes, and participates in process improvement opportunities to improve efficiency;
- Assists with special projects as needed; and
- Performs a full range of supervisory tasks.

**Appointment method:**

**Non-Competitive Promotion (NCP):** In accordance with Section 52.7 of the Civil Service Law, if the number of qualified candidates who apply for the position is three or less, a permanent appointment can be made, at agency discretion, by non-competitive promotion of an applicant who meets the minimum qualifications.

**Provisional:** There is currently no active list. This could be a provisional appointment. A provisional appointment is a non-permanent appointment pending examination and permanent appointment to a competitive class position. Candidate must meet the minimum qualifications and will be required to take exam if given.

**Minimum Qualifications:**

One year of permanent service in a financial management, accounting, contract management, or budgeting position allocated to Grade 18 or higher.

**Transfer:** Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 52.6 or 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 September 7, 2024** to the email address listed below. Please include the Box # (**Box ADFA1-00502**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus  
**Box ADFA1-00502**  
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](mailto: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](mailto:response@oer.ny.gov).***