



An Equal Opportunity/Affirmative Action Employer  
**Announcement of Intention to Fill a Job Vacancy**

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**Program Aide, SG-13**

**Location: One Commerce Plaza, Albany**

**Business Unit: Human Resources Management**

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

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

**Salary: \$51,920 – \$65,219**

**Appointment Status: Permanent**

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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 Program Aide, SG-13 in Human Resources Management. Duties include, but are not limited to, the following:

- Assists the Recruitment Team in all facets of candidate sourcing, including postings, canvassing, interviews and reference checks;
- Monitors shared mailboxes and ensures information is escalated to the correct Human Resources Specialist;
- Coordinates all vacancy posting and canvassing activities, including monitoring posting close and canvass expiration dates;
- Reviews documentation submitted by applicants, requesting additional information where necessary;
- Provides preliminary information to applicants regarding position specifics, including salary, benefits, working conditions, locations, agency/facility goals and objectives, and the structure and operation of State government;
- Regularly reviews Civil Service lists and performs list maintenance;
- Supervises subordinate staff in scheduling of interviews and conducting reference checks;
- Follows up with candidates who have not responded to canvasses; and
- Compiles applicant response metrics, as needed.

**Preferred Qualifications**

- Experience working in high volume, paper intensive work environment.
- Working knowledge of Microsoft Word and Excel.
- Strong written and oral communication skills.
- Excellent analytical skills and ability to interpret information and formulate conclusions, strategies, and recommendations.
- Highly organized with the ability to handle multiple priorities simultaneously (multi-task).

**Appointment method:**

**List Appointment:** Candidates must be reachable on the Civil Service eligible list for Program Aide, 00-528010.

**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 October 11, 2024** to the email address listed below. Please include the Box # (**Box Program Aide – 00738**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Kaitlyn Covert  
Box Program Aide - 00738  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
Email: [Kaitlyn.Covert@dfs.ny.gov](mailto:Kaitlyn.Covert@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).***