



An Equal Opportunity/Affirmative Action Employer

## Announcement of Intention to Fill a Job Vacancy

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### **Associate Director Human Resources 1, M-1**

**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: \$90,931 – \$114,940**

**Appointment Status: Contingent 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 (DFS) seeks applicants for the position of Associate Director Human Resources 1 in the Human Resources Management office.

Under the general supervision of the DFS Human Resources Director, the incumbent will assist in overseeing staff in planning, directing and evaluating the agency's personnel program and in other areas of human resources in the absence of the Director. Duties will include but not be limited to:

- Serves as expert advisor to executive management on staffing and recruitment;
- Manages and directs competitive, non-competitive and exempt recruitment activities and related staffing processes;
- Communicates with and answers inquiries from Executive Chamber regarding BDA appointments;
- Provides oversight of the classification of new positions, reclassification of existing items, and reallocation and title structure change requests to ensure appropriate position management of the agency;
- Serves as an advisor to agency management in matters relating to staffing, appropriate titles, salaries, and job requirements;
- Assists with oversight of recruitment activities and related staffing processes and ensures that there is an effective and efficient workflow process in place;
- Promotes effective communication and working relationships between Human Resources and customers/stakeholders, such as agency program managers, DFS staff, and Civil Service representatives;
- Collaborates with executive staff members to identify suitable candidates to fill vacancies;
- Supervises and provides oversight of staff development; and ensures that all activities are consistent with the laws, rules, regulations and policies of the Department of Civil Service, the Governor's Office of Employee Relations, and the negotiated agreements between employee unions and the State; and
- Other duties as assigned.

#### **Preferred Skills:**

- Fluency with the Governor's Appointments Office BDA process.
- Ability to manage a large volume of work in a highly time sensitive environment.

- Proficiency in HR systems, such as NYSTEP, HRIS, ELMS, and the Microsoft Suite, including Excel, Word and Outlook.
- Working knowledge of laws, rules, regulations and policies of the Department of Civil Service, the Governor's Office of Employee Relations, and the negotiated agreements between employee unions and the State.
- Leadership and mentoring abilities, and commitment to teamwork.
- Organizational and multi-tasking skills, with attention to detail, in addition to interpersonal and communication skills.
- High degree of professionalism, strong work ethic and customer service focus.

**Appointment method:**

**Minimum Qualifications:** One year of service as a Human Resources Specialist 2.

**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.

**Transfer:** Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 52.6 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 December 31, 2024** to the email address listed below. Please include the Box # (**Box ADHR1- 00730**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Jonelle Bayer  
Box ADHR1- 00730  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
Email: [jonelle.bayer@dfs.ny.gov](mailto:jonelle.bayer@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).***