



An Equal Opportunity/Affirmative Action Employer

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

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### **Office Services Manager, SG-23**

**Location: One State Street, New York City**

**Business Unit: Office Services and Facilities Management**

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

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

**Salary: \$84,246 - \$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**

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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) is seeking candidates for the position of Office Services Manager in Office Services and Facilities Management. Duties include, but are not limited to, the following:

- Independently implements DFS policies and procedures and executing management directives;
- Oversees the procurement, enhancement, and management of agency space and facility building service requirements;
- Provides daily on-site supervision of office services operations and manages additional project and assignments as required;
- Oversees the entry of employee profiles and ensures that tasks related to onboarding, change management, and offboarding are completed efficiently and effectively;
- Maintains intranet information and recommends intranet changes;
- Manages records maintenance, purchasing and inventory control systems;
- Schedules preventative maintenance services and creates and distributes maintenance plans;
- Advises and communicates upcoming repair work to facilities and/or surrounding areas that may result in disruption to services and access;
- Works with DFS/IT to handle administrative functions in support of telecommunication responsibilities;
- Assist IT staff and IT Networking team for future builds and raised issues/incidents for DFS;
- Maintains, coordinates, and oversees the receiving and disposal of surplus items;
- Oversees the receipt, sorting and distribution of mail and packages in compliance with mailing regulations and guidelines;
- Ensures timely completion of courier service and similar related requests;
- Collaborates with division management to coordinate with building management on health, safety and comfort issues;

- Works with Agency Emergency Management Coordinator to assist with AED/CPR and Fire/Evacuation Team and monitors emergency equipment and supplies;
- Purchases and coordinates items for the ergonomics program;
- Coordinates services with electric, cleaning, paper shredding/disposal, and building related vendors;
- Recommends, evaluates, develops, and monitors real estate leases, service agreements, and equipment contracts;
- Prepares, submits, and manages Tenant Alteration Requests (TAR);
- Monitors security equipment and programs access cards, including after-hours building access; liaise with building security to maintain access as required for other needs; brings any building security incidents to the attention of Division Management, Criminal Investigation unit, HR and Building Management for investigation;
- Assist as necessary with Facilities operations to ensure smooth operation,
- Maintains communication with all DFS staff and visitors;
- Ensures consistency of operations; and
- Other duties as assigned.

**Appointment method:**

**Minimum Qualifications:** One year of service as an Assistant Office Services Manager; OR one year of service as a Chief Clerk, Chief Mail & Supply Clerk, Public Buildings Manager 2, Property Manager 1, Property Manager 2.

**Provisional:** There is currently no viable list, as such, 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, pass, and be reachable in the next holding of the examination, if/when given.

**List Appointment:** Candidates must be reachable on the Civil Service eligible list for 38-147010.

**Transfer:** Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 70.1 or 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/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 November 29, 2024** to the email address listed below. Please include the Box # **(Box OSM NYC 00901)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus  
**Box OSM NYC 00901**  
 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](mailto:response@oer.ny.gov).***