



An Equal Opportunity/Affirmative Action Employer

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

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### **Senior Inclusion Policy Specialist (Financial Services Specialist 2 (Policy Analysis), SG-23)**

**Location:** Albany or NYC

**Business Unit:** Research & Innovation

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

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

**Salary:** The starting salary for this position is \$84,156 with periodic increases up to \$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 is seeking candidates for the position of Senior Inclusion Policy Specialist in the Statewide Office of Financial Inclusion and Empowerment within the Research and Innovation Division. Duties include, but are not limited to, the following:

- Assists the Director and Deputy Director in identifying emerging strategies and policies related to community wealth building and anti-discriminatory financial services and develops proposals for deployment across the state;
- Directs and manages agency projects by conducting research, developing implementation strategies, providing oversight, implementing policies and procedures, and providing recommendations to program staff to resolve issues and ensure project timelines are met;
- Works with DFS business units to collect and analyze data related to household finances, small business, and community development to drive statewide policy development;
- Conducts qualitative research and drafts reports, memoranda, presentations, and other written work products for internal and external stakeholders;
- Assists in developing and drafting policy recommendations, and contributes extensively to the analysis of policy proposals, in consideration of DFS's overall priorities;
- Supports the development and maintenance of partnerships with internal and external persons and entities and meets with outside stakeholders to discuss programs and projects;
- Other duties as assigned.

## **Preferred Qualifications**

- A demonstrated interest in financial inclusion, economic inclusion, community development or community wealth-building.
- Experience in policy analysis.
- Superior oral and written communication skills.
- At least three years of relevant experience.

**Appointment method:** Candidates must meet the minimum qualifications listed below in order to be eligible for appointment.

**Non-Competitive:** A Bachelor's Degree in Business, Business Administration, Economics, Econometrics, Finance, Health, Health Administration, Health Policy, Law, Mathematics, Political Science, Public Administration, Public Health, Public Policy, Risk Management or Statistics and three (3) years of specialized experience in one or more of the following:

- Research, planning, administration, and/or analysis of the policies and procedures affecting regulated entities and how they conduct business activities with the public and/or other regulated entities.
- Research and analysis of State and federal statutes and regulations and their effects upon the business activities of financial services entities with regard to the public and/or other financial services entities.

A Master's Degree in one (1) of the related fields or a J.D. may substitute for one (1) year of specialized experience. A Ph.D. in one (1) of the related fields may substitute for two (2) years of specialized experience.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than March 3, 2025** to the email address listed below. Please include the Box # **(SIPS-FSS2PA-10627)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Nate Keiper  
Box SIPS-FSS2PA-10627  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
Email: NCE.Notifications@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).***