



An Equal Opportunity/Affirmative Action Employer

## Announcement of Intention to Fill a Job Vacancy

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### **Virtual Currency Senior Policy Analyst (Financial Services Specialist 2 (Policy Analysis), SG-23)**

**Location: Albany or NYC**

**Business Unit: Virtual Currency**

**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: Contingent Permanent**

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The New York State Department of Financial Services seeks to build an equitable, more transparent and resilient financial system that benefits New Yorkers and supports business. Through engagement, data-driven regulation, and operational excellence, DFS is responsible for empowering consumers and protecting them from financial harm; ensuring the health and stability of the financial entities we regulate; and driving economic growth through responsible innovation.

The Department of Financial Services is seeking candidates for the position of Virtual Currency Senior Analyst, SG-23, in the Virtual Currency Unit within the Research & Innovation Division. The Virtual Currency Senior Analyst serves as a specialist for regulated Virtual Currency entities, including companies holding licenses to engage in virtual currency business activities ("BitLicenses"). The successful candidate must be available to travel within and outside of New York State.

Duties will include, but not be limited to, some or all of the following:

- Supports policy development and oversight the licensing reviews and supervision and examination work on higher risk, complex BitLicensees, Virtual Currency Trust Company charters, and other DFS-regulated Virtual Currency entities, for compliance with relevant laws, regulations, guidance, and supervisory expectations;
- Supports the licensing reviews and supervision (e.g. cadence meetings, ad hoc supervisory engagements) and examination (e.g. desk-based and onsite exams, horizontal thematic reviews) work on assigned low risk, non-complex BitLicensees, Virtual Currency Trust Company charters, and other DFS-regulated Virtual Currency entities, for compliance with relevant laws, regulations, guidance, and supervisory expectations;
- Maintains a thorough understanding of the business models of assigned Licensees and identifies and assesses relevant current and emerging risks;
- Conducts risk-based assessments of applicants' and Licensees' governance, compliance, and internal audit controls; BSA/AML program; operational, regulatory, and legal risks and controls; risk management program; financial condition; etc., and presents written recommendations for supervisory actions;
- Meets with Licensees' management to get periodic business updates, discuss examination scope, request information and materials needed for supervision and examination, and maintain an understanding of the institution's operations and the scale and scope of its business;
- Writes comprehensive Reports of Examination (ROE) and contributes to reports, letters, memos, and guidance documents, etc. for external stakeholders;
- Writes internal memoranda regarding supervisory recommendations and program improvements;
- Supports the development of, and enhancements to, internal supervisory policy views and policies and procedures documentation related to the BitLicense supervisory process, such as examination manuals and internal best-practice guides;
- Researches and remains up to date on emerging risks and industry best practices as well as regulatory best practices, including skills involving blockchain monitoring/analytics, transaction sampling and monitoring model validation, and sanctions screening

systems; the verification of claimed virtual currency holdings; validation of stablecoin backing assets; and the auditing of the self-certification of coin listings by regulated companies;

- Communicates with and presents to senior and executive management, both orally and in written memoranda and presentations;
- Supports ad hoc projects and new initiatives around supervision policy and internal processes related to the Virtual Currency Unit;
- Travel may be required up to 25%; and
- Other duties as assigned.

**Preferred Qualifications:**

Knowledge of Virtual Currency and relevant business models is a must as well as experience in one or more of the following:

- Bank Secrecy Act/Anti-money Laundering (BSA/AML), Office of Foreign Assets Control (OFAC), and related laws, regulations, and best practices;
- Cybersecurity laws, regulations, and issues;
- Governance / internal controls;
- Financial analysis;
- Accounting; and
- The use of blockchain analytics software.

**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 February 19, 2025** to the email address listed below. Please include the Box # (**Box VCSA-FSS2PA-10616**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Please be advised that the New York State Department of Financial Services does not offer sponsorship for employment visas.

Kara Waters  
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New York State Department of Financial Services  
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Albany, NY 12257  
Email: [NCE.Notifications@dfs.ny.gov](mailto:NCE.Notifications@dfs.ny.gov)  
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**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).***