



An Equal Opportunity/Affirmative Action Employer

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

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### **Financial Services Specialist 4 (Policy Analysis), SG-27**

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

**Business Unit:** Licensing/Producers

**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 \$103,784 with periodic increases up to \$127,830

**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 Financial Services Specialist 4 (Policy Analysis) in the Licensing/Producers Bureau. Duties include, but are not limited to, the following:

- Supervises and directs investigations of licensing referrals regarding various classes of producers;
- Supervises and oversees investigations of complaints against various classes of producers;
- Handles and responds to complaints received from the Governor's Office, the Superintendent, and elected officials;
- Conducts investigations of complex complaints and/or licensing referrals;
- Assigns and reviews the work of staff under supervision; supervises, trains, and evaluates staff;
- Escalates unfamiliar and important issues to the Director and/or Deputy Director of the Producers Bureau;
- Works with Department attorneys to testify at complex hearings before a Department hearing officer;
- Reviews and evaluates the effectiveness and adequacy of established procedures; revises procedures as necessary and disseminates to staff;
- Trains staff on new laws, regulations, and circular letters relevant to staff specific assignments;
- Participates in Unit meetings, represents the Producers Bureau in meetings with other Business Units;
- Provides constructive and meaningful comments on proposed legislation/regulation and suggests legislative/regulatory initiatives; and
- Other duties as assigned.

#### **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 five (5) years of specialized experience in one or more of the following of which two (2) years must have been at a supervisory level:

- 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 6, 2025** to the email address listed below. Please include the Box # **(Box FSS4PA-10649)** 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.

Nate Keiper  
Box FSS4PA-10649  
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.