



An Equal Opportunity/Affirmative Action Employer

## Announcement of Intention to Fill a Job Vacancy

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### **Director of Legislative Affairs (Special Assistant, NS)**

**Location:** Albany or NYC

**Business Unit:** Executive

**Negotiating Unit:** Management Confidential (MC)

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

**Salary:** \$123,793 - \$156,224 (salary commensurate with experience)

**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:** This is an appointment to a position in the exempt jurisdictional class.

**Appointment to this position is pending Governor Appointment's Office and Division of Budget approval.**

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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.

Under the general direction of the Superintendent and the Executive Deputy Superintendent of External Affairs and Strategy and Executive Deputy General Counsel, the Director of Legislative Affairs is responsible for managing legislative affairs for the Department, acting as a point of contact for elected officials, overseeing the legislative affairs team, and advising on external affairs. Duties include, but are not limited to, the following:

- Serves as the advisor to the Superintendent and Executive Deputies for the Insurance, Banking, and financial services legislative agenda;
- Assists the Superintendent in analyzing and interpreting legal questions that arise in connection with the activities of the Department and the development of the agency's legislative program;
- Working directly with the Superintendent, charts out and oversees the study, review, revision, and preparation of the legislation that falls within the Department of Financial Services' jurisdiction;
- Advises the Superintendent proactively on emerging issues and trends in banking and insurance regulation in the state legislature;
- Directs the preparation and oversees briefing materials for the Superintendent regarding appearances at legislative committee meetings, hearings, and related events;
- Orchestrates the research and preparation of legislative correspondence on complicated sections of the law and/or supervises subordinate staff in the performance of this duty;
- Supervises and develops the legislative affairs team;
- Oversees strategy to build and foster long-term working relationships with the Executive Chamber, federal, state, and local counterparts, elected officials, members of the community, public affairs offices, and other organizations;
- Develops and executes engagement and communications strategies to advance insurance, banking, and financial services legislation for Governor's Program Bills and Department of Financial Services Departmental Bills; and

- Other duties as assigned.

### **Preferred Qualifications**

- A bachelor's degree and seven (7) years of relevant experience, two (2) of which must have been at a managerial level. A J.D. or master's degree may substitute for one (1) year of relevant experience.

### **Appointment method:**

This is an appointment to a position in the exempt jurisdictional class. As such, the incumbent of this position would serve at the pleasure of the appointing authority.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than March 17, 2025** to the email address listed below. Please include Box# **(DLA-SA-00153)** 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 DLA-SA-00153  
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.