



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Financial Services Specialist 1 Compliance, SG-18

Location: One Commerce Plaza, Albany

Business Unit: Consumer Assistance Unit

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 \$65,001 with periodic increases up to \$82,656

Appointment Status: Permanent

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 1 Compliance in the Consumer Assistance Unit. Duties include, but are not limited to, the following:

- Reviews documents to ensure that all necessary issues have been addressed and are in compliance with law, rules, or regulation. Documents may include, but are not limited to: examinations, licenses, or applications; financial entity survey documents; reports of complaints regarding financial entities; investigations of such complaints; reports of consumer incidents, financial entity reports, applications and proposals from entities for the implementation of new or the expansion of existing services; reports submitted by outside agencies; area/regional district offices and local governments; client specific data reports; insurance documents and interim fiscal or administrative reports submitted as a contract requirement; and policies/procedures.
- Acts as liaison for administrative processes between DFS staff and applicants for licenses, representatives of financial entities, professional organizations, financial and insurance associations and providers, staff of other agencies, local governments, outside attorneys, and the general public.
- Drafts requests and criteria for applications/proposals for financial services contracts, obtaining input on technical issues and program requirements.
- Assists in the evaluation of applications or proposals for conformance to established criteria.
- Reviews periodic and final reports of financial services activities for specific services and demonstration projects, review statistics of activities delivered to ensure necessary levels of service are maintained and that activities are appropriate; and review internal controls.
- Reviews federal guidelines and State and federal regulations.
- Collects, analyzes, and summarizes program data, records, systems, and contracts.
- Describes the progress of programs, review levels, service needs met or unmet, number of cases, applications, complaints, incidents, etc.
- Completes all other duties as assigned.

Non-Competitive: A Bachelor's Degree in Accounting, Actuarial Science, Auditing, Business, Business Administration, Business and Technology, Commerce, Consumer Sciences, Computer Science, Criminal Justice, Economics, Econometrics, Finance, Information Systems, Information System Engineering, Internal Controls, Health, Health Administration, Law,

Mathematics, Public Administration, Public Affairs, Public Health, or Public Policy and two (2) years of specialized experience in one of the following:

- Evaluating the adequacy of board and management oversight of the financial institutions' compliance programs.
- Reviewing lending, deposit, insurance and other transactions to determine compliance with Financial Service's applicable laws/regulations.
- Identifying financial institutions' potentially unfair, deceptive, abusive or discriminatory acts or practices.
- Reviewing financial institution programs, policies and procedures for compliance with legal and regulatory requirements.
- Evaluating financial costs for the failure of financial services entities to adhere or comply with New York State, federal, or other states financial services laws.

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 April 24, 2025** to the email address listed below. Please include the Box # **(Box FSS1C-10396)** 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.

Tyler Lebel
Box FSS1C-10396
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.