



An Equal Opportunity/Affirmative Action Employer

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

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### **Financial Services Specialist 2 (Compliance), SG-23**

**Location:** One Commerce Plaza, Albany

**Business Unit:** Community & Regional Banks

**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 \$86,681 with periodic increases up to \$109,650

**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 \$4,000 annual downstate adjustment.**

**Appointment Status:** Contingent Permanent

**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.

The Department of Financial Services is seeking candidates for the position of Financial Services Specialist 2 (Compliance) in Community & Regional Banks, Review Team. Duties include, but are not limited to, the following:

- Acts as a document editor for the banking supervision group in the review of examination reports, exam work papers, memorandums, and official communications;
- Reviews examination reports for clarity, coherence, grammar, punctuation and style, ensuring it aligns with Department guidelines and standards;
- Assesses examination reports' description with compliance and applicable laws and regulations;
- Enhances the overall readability and flow of examination reports, including by restructuring sentences, refining tone, and improving word choice;
- Verifies the accuracy of financial figures, facts, statistics, and references used in examination reports to ensure credibility and correctness;
- Ensures all examination reports follow designated style guides for consistency in formatting, tone and citations;
- Works closely with examiners to enhance the clarity and impact of examination reports and memorandums;
- Provides constructive feedback to examiners on their original written submissions;
- Assists in brainstorming and shaping ideas to strengthen the impact and effectiveness of written products;
- Conducts final reviews of written products before they are submitted, ensuring they are ready for completion;
- Meets tight deadlines, prioritize and track multiple projects while maintaining high quality standards;
- Guides junior writers and editors by shaping best practices and fostering a culture of continuous improvement in writing quality; 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 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 three (3) years of specialized experience in one (1) 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 May 20, 2025** to the email address listed below. Please include the Box # **(Box FSS2C-RT-10482)** 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  
Box FSS2C-RT-10482  
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.