An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Assistant Director for Operations, Responsible Artificial Intelligence Safety & Education (RAISE)

(Special Assistant, NS)

Location: Albany or NYC

Business Unit: Office of Digital Innovation, Governance, Integrity & Trust (DIGIT)

Negotiating Unit: Management Confidential (MC)

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

Salary: $127,507 - $160,911 (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 $4,000 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.

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 Assistant Director for Operations, Responsible Artificial Intelligence Safety and Education (RAISE) ("Assistant Director for Operations"). The Assistant Director for Operations will join the state's Office of Digital Innovation, Governance, Integrity & Trust (DIGIT), reporting to the Deputy Director for RAISE, who leads the team charged with implementing transparency, reporting, and disclosure requirements applicable to developers of frontier AI models. Duties include, but are not limited to, the following:

- Serves as project lead for operations workstreams related to Article 44-B of the General Business Law, including: implementation of requirements related to transparency, reporting, and disclosure; review of filed reports and disclosures; engagement with other governmental authorities; and preparation of annual reports;
- Develops and implements plans related to systems, staffing, budget, internal controls, and other operations, in coordination with staff in other Divisions include Operations;
- Manages operations staff and oversees contractors responsible for implementing Article 44-B;
- Coordinates with the Assistant Policy Director to ensure harmonization of policy goals with systems, staffing, budgetary, internal controls, and other operational plans;
- Coordinates with Information Technology Services (NYS ITS) to oversee the development and maintenance of technology systems necessary to implement Article 44-B;
- Manages day-to-day relationships with other governmental authorities regarding operations;
- Maintains a strong knowledge of frontier AI models and efforts to regulate them;
- Briefs senior officials and the Superintendent on related matters as necessary; and
- Other duties as assigned.

Preferred Qualifications

- A bachelor's degree and at least 10 years of relevant work experience including 3 years in roles involving technology;
    - Substitutions: Associate degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience; master's degree may substitute for five years of specialized experience; J.D. may substitute for six years of specialized experience; Ph.D. may substitute for seven years of specialized experience;
- Demonstrated knowledge of artificial intelligence systems;
- Demonstrated project management experience;
- Strong written and oral communication skills; and
- Strong analytical and management skills.

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 September 17, 2026** to the email address listed below. Please include Box# (**Box ADORAISE-SA-21166)** 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.

Brian Tighe
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Albany, NY 12257
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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.