An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Equal Opportunity Specialist 4, M-2

Location: Albany or NYC **Business Unit: Workforce Development**

Negotiating Unit: Management Confidential (MC)

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

Salary: The starting salary for this position is $103,870 with periodic increases up to $131,298

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: 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 Equal Opportunity Specialist 4 in the Workforce Development Unit. Duties include, but are not limited to, the following:

- Advises agency management on diversity and inclusion, and equal opportunity matters at DFS;
- Works in coordination with Training Unit to develop and deliver DEI programming to DFS employees
- Reviews personnel actions such as hiring, promotion, and termination to ensure fairness and equity;
- Participates in examination planning and candidate sourcing meetings to make sure that equal opportunity is considered in agency selection process;
- Makes determinations on requests from clients and employees for reasonable and religious accommodations pursuant to federal and State laws;
- Represents the agency at events on diversity and inclusion, and equal opportunity;
- Interprets laws, rules, regulations, and policies for staff and ensures that staff complies with them;
- Builds relationships with internal and external stakeholders to drive diversity-related messages throughout the organization with particular focus on staff recruitment, development, and retention;
- Establishes and maintains internal reports to allow for effective measure of DFS diversity goals;
- Maintains a deep understanding of laws, regulations, and trends influencing DEI programs;
- Supervises and trains staff; and
- Other duties as assigned.

Appointment Method:

Candidates must meet the minimum qualifications listed below in order to be eligible for appointment.

Non-Competitive: nine years of qualifying experience which includes working with organizations concerned with equal opportunity, diversity and inclusion, civil rights, minority business development, or similar programs; or in recruiting, training, and upgrading the educational and job qualifications of protected class members. At least two years of the experience must have been at a supervisory level; OR one year of State service in an equal opportunity, diversity and inclusion, minority business, employee compliance, human resources, or training position allocated at or above SG-23.

Substitutions: associate's degree may substitute for two years of the non-supervisory experience; bachelor's degree for four years; and J.D. or master's degree for five years.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than September 30, 2026** to the email address listed below. Please include the Box # **(Box EOS4-10700)** 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
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New York State Department of Financial Services
Office of Human Resources Management
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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.