An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill Multiple Job Vacancies

Human Resources Specialist 1, SG-18

(Positions may be filled at the trainee level)

Location: One Commerce Plaza, Albany **Business Unit: Human Resources Management**

Negotiating Unit: Management Confidential (MC)

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

Salary: $56,655 (Trainee 1 Level SG-14)
$63,180 (Trainee 2 Level SG-16)
$67,119 – $83,286 (Journey Level SG-18)

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 Human Resources Specialist 1 in Human Resources Management. Duties include, but are not limited to, the following:

- Participates in proactive organizational planning and conducts all aspects of statewide recruitment in compliance with Civil Service Law, Affirmative Action statutes, Americans with Disabilities Act, and Department policies and guidelines;
- Develops job duties, posting of job vacancy notices, and canvasses eligible lists and arranges for appropriate program supervisory participation in employment interviews;
- Researches and develops agency classification and staffing requests for submission to the Department of Civil Service;
- Reviews the status of eligible lists, examination schedules, and existing and anticipated staff requirements to identify critical examination considerations; confers with agency program managers and Department of Civil Service representatives on possible actions, such as recruitment or accelerated examinations, to resolve critical needs;
- Assists in rating and reviewing candidate applications/examinations for decentralized examinations;
- Assists in examination planning and development;
- Assists in the development of HR procedures;
- Assists the Human Resources Director with projects related to advancing the agenda for DFS, as assigned; and
- Other duties as assigned.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 50-002010, 26-872010, 00-500010, 40-081010.

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 70.1 or 52.6 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website.

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades

55 b/c Appointment: Candidates must meet the eligibility requirements of the Governor's Program to Hire Individuals and Veterans with Disabilities as described in Civil Service Law § 55b/c. Information about this program can be found here: https://www.cs.ny.gov/rp55/

Minimum Qualifications: Trainee 1: Four years of experience performing and supervising the performance of various human resources activities such as staffing services, which consist of recruitment, examination, and placement activities; position classification and compensation; and employee services such as employee benefit, health and safety, employee counseling, and employee recognition. **Trainee 2:** Five years of experience performing and supervising the performance of various human resources activities such as staffing services, which consist of recruitment, examination, and placement activities; position classification and compensation; and employee services such as employee benefit, health and safety, employee counseling, and employee recognition. **Journey Level:** Six years of experience performing and supervising the performance of various human resources activities such as staffing services, which consist of recruitment, examination, and placement activities; position classification and compensation; and employee services such as employee benefit, health and safety, employee counseling, and employee recognition. **Substitutions:** An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may substitute for five years of experience; and a doctorate may substitute for six years of experience.

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply (see minimum qualifications above). At this time, agencies may recruit and hire employees by making permanent non-competitive appointments.

At a future date (within one year of appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than September 18, 2026** to the email address listed below. Please include the Box # **(Box HRS1RECR)** 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 HRS1RECR
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: recruitment@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.