An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Human Resources Specialist 2, SG-23

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: $86,773 – $108,413

Appointment Status: Contingent 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 seeks applicants for the position of Human Resources Specialist 2 in the Office of Human Resources Management located in Albany. The Office of Human Resources Management provides personnel services, staff development, labor relations and employee benefits to staff in various diverse program areas of the Department of Financial Services.

The incumbent will assist in the administration of examination planning, classification and compensation, recruitment, staffing and will provide guidance to program staff on personnel matters. They will supervise staff in their performance of duties as related to all previously listed areas. Duties will include, but not be limited to the following:

- Supervises and trains lower level professional staff in the procedures and techniques required to perform their duties;
- Reviews and evaluates policies and procedures and work processes; and recommends and implements new and revised ones;
- Schedules and assigns work to subordinate staff; and adjusts workload to reflect changes. Monitors work progress and reviews completed work;
- Develops and maintains relationships with business unit designees to assess recruitment needs;
- Handles agency recruitments from start to completion;
- Reviews the status of eligible lists, examination schedules, and existing and anticipated staff requirements to identify examination considerations;
- Supervises the canvass of eligible lists and arranges for appropriate program supervisory participation in employment interviews;
- Prepares and/or supervises the preparation of agency classification requests and justification;
- Confers with program staff, Department of Civil Service, and Division of the Budget representatives to further explain and support classification proposals;
- Assists in agency examination planning and development with the Department of Civil Service;
- Assists the Human Resources Director with projects related to advancing the agenda for DFS, as assigned; and
- Other duties as assigned.

Preferred Qualifications

- Proficiency in HR systems, such as NYSTEP, HRIS, ELMS and the Microsoft Suite, including Excel, Word, and Outlook.
- Leadership and mentoring abilities, and commitment to teamwork.
- Excellent written and communication skills.
- Ability to work independently and be resourceful in utilizing tools and information.
- Strong organizational and multi-tasking skills.
- High degree of professionalism, confidentiality, strong work ethic, and customer service focus.

Appointment Method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for Human Resources Specialist 2, 38-969010.

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.

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 HRS2-00709)** 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 HRS2-00709
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.