An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Associate Director Human Resources 1, M-1

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: $97,874 – $123,715

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 (DFS) seeks applicants for the position of Associate Director Human Resources 1 in the Human Resources Management office.

Under the general supervision of the DFS Human Resources Director, the incumbent will assist in overseeing staff in planning, directing and evaluating the agency's personnel program and in other areas of human resources in the absence of the Director. Duties will include but not be limited to:

- Manages and directs competitive, non-competitive and exempt recruitment activities and related staffing processes;
- Serves as an advisor to agency management in matters relating to staffing, appropriate titles, salaries, and job requirements;
- Assists with oversight of recruitment activities and related staffing processes and ensures that there is an effective and efficient workflow process in place;
- Provides oversight of the classification of new positions, reclassification of existing items, and reallocation and title structure change requests to ensure appropriate position management of the agency;
- Promotes effective communication and working relationships between Human Resources and customers/stakeholders, such as agency program managers, DFS staff, and Civil Service representatives;
- Collaborates with staff members to identify suitable candidates to fill vacancies;
- Supervises and provides oversight of staff development; and ensures that all activities are consistent with the laws, rules, regulations and policies of the Department of Civil Service, the Governor's Office of Employee Relations, and the negotiated agreements between employee unions and the State; and
- Other duties as assigned.

Preferred Qualifications

- Ability to manage work in a highly time sensitive environment.
- Proficiency in HR systems, such as NYSTEP, ELMS, and the Microsoft Suite, including Excel, Word and Outlook.
- Working knowledge of laws, rules, regulations and policies of the Department of Civil Service.
- Leadership and mentoring abilities, and commitment to teamwork.

- Organizational and multi-tasking skills, with attention to detail, in addition to interpersonal and communication skills.
- High degree of professionalism, strong work ethic and customer service focus.

Appointment Method:

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 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.

Minimum Qualifications:

Promotion: One year of service as a Human Resources Specialist 2.

Non-Competitive Promotion (NCP): In accordance with Section 52.7 of the Civil Service Law, if the number of qualified candidates who apply for the position is three or less, a permanent appointment can be made, at agency discretion, by non-competitive promotion of an applicant who meets the minimum qualifications.

Provisional: There is currently no viable list, as such, this could be a provisional appointment. A provisional appointment is a non-permanent appointment pending examination and permanent appointment to a competitive class position. Candidate must meet the minimum qualifications and will be required to take, pass, and be reachable in the next holding of the examination, if/when given.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than November 13, 2026** to the email address listed below. Please include the Box # **(Box ADHR1-00729)** 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 ADHR1-00729
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.