An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Associate Director Human Resources 2 Labor Relations, M-2

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: $108,544 – $137,206

Appointment Status: Contingent Permanent

Travel: 30%

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 Associate Director Human Resources 2 Labor Relations, M-2 in Human Resources Management (HRM). The incumbent will be responsible for contract interpretation, labor-management relations including labor-management committee work, and development of related policies and procedures. This position will require regular travel to the NYC main office. Duties include, but are not limited to, the following:

- Directs and administers the Department's Labor Relations program;
- Serves as an agency expert on employee and labor relations matters and provides expert advice to executive management, managers and supervisors, and legal staff;
- Interprets and/or oversees the interpretation of the Public Employees Federation (PEF) and Civil Service Employees Association (CSEA) contracts for agency managers and supervisors and makes recommendations for managerial response to workplace issues;
- Advises managers on Civil Service Law, Rules and Regulations as they relate to employee relations matters;
- Researches issues and obtains sufficient information to support management responses that serve the interests of the Department while adhering to contractual requirements;
- Consults with Business Unit Heads, Executive staff, managers and supervisors on Employee and Labor Relations matters to discuss and determine appropriate mitigation and/or responses to employee relations matters;
- Fosters good working relationships with union representatives by discussing issues on an informal basis, attempting to answer questions and resolving situations before they escalate to formal processes;
- Ensures that labor-management committees meet on a periodic basis, that agendas are prepared and discussed with management representatives beforehand, so topics are clear, and expectations sounds, and that notes are taken and meeting minutes prepared;
- Makes agreements with employee organizations within the parameters of Department and State policy direction;
- Participates in the development and review of draft policies and procedures related to employee and management issues; reviews existing policies and procedures and drafts new policies and procedures ensuring conformance with contractual items; presents draft polices, if necessary, to PEF and CSEA for review, comment and discussion; negotiates changes with the unions toward resolution, and participates in the approval process;
- Administers and oversees the administration of the disciplinary and grievance processes at DFS; works with Labor Relations staff and Business Unit heads regarding appropriate avenues of investigation, including taking witness statements, conducting interrogations, and compiling documentary evidence;
- Conducts difficult and sensitive arbitrations, hearings and investigations;
- Trains, develops, and supervises labor relations and human resources staff in order to develop expertise in labor relations, including preparation of notices of discipline, preparation for arbitration, preparing and writing grievance decisions, etc.;

- Confers with program managers to discuss solutions for improving the work performance of employees;
- Coaches managers and employees in addressing performance issues; and
- Other duties as assigned.

Preferred Qualifications

- Strong knowledge of negotiated contract agreements.
- Strong knowledge of the Department of Civil Service Attendance and Leave rules and regulations.
- Excellent written and verbal skills as well as strong analytic and presentation competences.
- Proficient in NYSTEP, HRIS, PayServ and other HR systems.
- Proficient in Microsoft Office Suite.

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 3 (Labor Relations), or two years of service as a Human Resources Specialist 2 (Labor Relations).

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 October 30, 2026** to the email address listed below. Please include the Box # **(Box ADHR2LR-00748)** 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.

Gregory Marsh
Box ADHR2LR-00748
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.