An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Public Information Specialist 2, SG-23

Location: Albany or New York City **Business Unit: External Affairs & Strategy**

Negotiating Unit: Professional, Scientific and Technical (PEF)

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

Salary: $90,582 – $114,585

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 $4,150 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 Internal Engagement and Communications Manager (Public Information Specialist 2) in the External Affairs and Strategy Division. Reporting to the Deputy Superintendent of External Affairs, the Department of Financial Services is looking for an Internal Engagement and Communications Manager to own and drive our internal communications function. You'll be responsible for leading initiatives to connect with and engage our employees, working closely with senior leadership and cross-functional teams across External Affairs, HR, and Operations. Duties include, but are not limited to, the following:

- Develops and manages a proactive internal communications calendar that keeps employees informed and engaged;
- Writes and edits high-quality communications across channels – leadership emails, intranet content, and all-staff announcements;
- Translates complex organizational updates into clear, accessible employee messaging;
- Owns planning and executive of internal events including town halls, all-hands meetings, internal awards programs, and culture-building initiatives;
- Develops town hall content, manage logistics, and draft executive remarks;
- Collaborates with HR and Office Services on communications related to facilities updates, office changes, and operational disruptions;
- Drafts timely, clear communications on employee-facing issues that require sensitivity and discretion; and
- Partners with the Technology Bureau and Operations to support change management efforts with strategic communications.

Preferred Qualifications

- 7+ years of experience with meaningful time spent in internal or employee communications
- Excellent written and verbal communications skills, with the ability to adapt tone and format for different audiences and channels
- Demonstrated ability to manage multi-workstream projects independently, from brief through execution

- Strong event planning and project management skills
- A collaborative mindset and the interpersonal skills to build relationships across divisions within the Department
- Comfort operating in a fast-paced environment where priorities can shift

Appointment Method:

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 70.1 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: Seven years of experience in public or governmental relations, and/or in writing or producing content for various media. **Substitution:** An associate's degree in media, new media, English, communications, journalism, broadcasting, public relations, films, TV productions, or digital marketing can substitute for two years of specialized experience; a bachelor's in these fields can substitute for four years; and a master's degree in these fields can substitute for an additional year of specialized 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 November 13, 2026** to the email address listed below. Please include the Box # **(Box PIS2-00404)** 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 PIS2-00404
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.