

DEPARTMENT OF ECONOMIC DEVELOPMENT

Vacancy Announcement

Position Title: Associate Certification Analyst

Grade: SG-23

Appointment Type: Permanent

Jurisdictional Class: Non-competitive

Due Date: 03/18/15

Negotiating Unit: PS&T

Salary Range: \$67,703 – \$85,635

Department: Division of Minority and Women's Business Development

Location: 633 3rd Ave, New York, NY 10017

Responsibilities:

Under the general direction of the Executive Director or Deputy Director, the incumbent investigates and develops recommendations on the legitimacy of ownership and managerial and operational control of applicants for Minority and Women-owned Businesses certification; manages the Certification and/or Intake and Operations Units including, but not limited to, certification processing and file caseload management; analyst and program staff productivity and training; customer service outreach and training. Oversees the Certification and/or Intake and Operations Unit's usage of the New York State Contract System; investigates and makes Certification and/or Intake and Operations Units-oriented policy suggestions to the Executive Director or Deputy Director; makes recommendations and helps develop Certification and/or Intake and Operations Units protocols, guidelines and initiatives; ensures the confidentiality of each applicant's financial and business records to prevent unauthorized disclosure; and keeps his/her supervisor apprised on a timely basis of significant problems, trends or developments, with written findings, recommendations and management reports.

Minimum Requirements:

A Bachelor's degree and three years' of general experience in:

- The review, investigation, and/or evaluation of compliance with Equal Employment Opportunity laws, rules and regulations;
- The planning, development, implementation, and review of programs dealing with affirmative action, minority and women's business program coordination and/or labor relations relating to affirmative action; and/or
- The development and administration of programs to facilitate minority and women's access to employment or business opportunities in the public or private sector.

At least one year of the above experience must have been in a management or supervisory capacity.

Substitution

Two additional years of such experience may be substituted for a Bachelor's degree. A Master's degree may be substituted for one additional year of the general experience.

Contact Information:

Contact Name: Barbara O'Connor

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Human Resources Office

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Additional: Please forward cover letter and resume to email address above. Be sure to indicate the position title you are applying for. *New York State is an equal opportunity/affirmative action employer.*