

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Associate Agency Services Analyst
Grade: SG-23 **Salary Range:** \$66,375-83,954
Appointment Type: Permanent
Jurisdictional Class: Non-Competitive

Due Date: March 19, 2014
Negotiating Unit: PS&T

Department: Division of Minority & Women's Business Enterprise

Location: 625 Broadway
Albany, NY 12245

Responsibilities:

The Associate Agency Services Analyst is responsible for the day to day management of Division staff in the Albany Office in their implementation of New York State's Minority and Women-owned Business Enterprise (MWBE) program in the absence of the Executive Director and Director of Agency Services and Compliance.

Specific duties include:

1. In consultation with Director of Agency Services and Compliance, overseeing agency and authority submissions of MWBE Goal Plans and Utilization Report submissions.
 - a. Conducting rigorous evaluation of agency and authority Goal Plans and Utilization Reports, and overseeing related staff analyses and reports.
 - b. Providing feedback and support to agencies and authorities as necessary.
 - c. Providing information needed by other Division units to ensure the participation of eligible firms in MWBE initiatives, including certification, business development and training.
2. Ensuring that staff have and maintain an understanding of the organizational structures and processes through which contracting and procurement are administered in their assigned agencies.
3. Conducting periodic meetings with staff of agencies and authorities to discuss progress and needs, solicit their feedback, and foster communication.
4. Supervising staff to conduct random or targeted on-site sampling reviews of agency contract documents and compliance forms to assess compliance with the law, rules and related procedures.
5. Determining staff priorities for investigative activities based on State Comptroller's reports of contracting activities, formal and informal complaints, or staff analyses and recommendations regarding agency/authority MWBE activities.
6. Developing staff training, orientation and technical assistance programs for agency personnel, including but not limited to: clarifying program responsibilities under Article 15-A, related rules and regulations; developing annual goal plans and establishing individual contract goals where applicable; completing quarterly compliance reports; and providing on-going technical assistance to staff of agencies and authorities.
7. Participating in the monitoring of disputes between contractors and agencies, and ensuring the proper documentation is obtained. Drafting requested reports for Counsel's Office as required.
8. Coordinating with the Division's Certification Unit as needed, including but not limited to the identification of viable applicants to the MWBE Program.
9. Collaborating with the Business Development Unit to identify and coordinate sector outreach and trainings, and to identify and prioritize contract opportunities for certified companies.

10. Drafting memoranda, reports, correspondence, and other documents.

11. Completing other special projects as required.

Minimum Requirements:

A Bachelor's degree in Public or Business Administration, Public Affairs and Policy, Political Science, Economics, Social Sciences or Special Programs, or a related field AND three years of experience in MWBE/Affirmative Action OR five years of community economic development program or audit/compliance experience.

Preferred: One year of experience as a supervisor or manager.

Educational Substitution: Graduate credits may be substituted for experience on the basis of 30 credit hours for each year of experience.

Contact Information:

Contact Name: Michelle Pemberton

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Human Resources Office
625 Broadway
Albany, NY 12245

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E-Mail: DED-HR@esd.ny.gov

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