

**NYS DEPARTMENT OF ECONOMIC DEVELOPMENT**  
Vacancy Announcement

---

**Position Title:** Senior Certification Analyst (4 positions)    **Due Date:** April 20, 2015  
**Grade:** SG-18, **Salary Range:** \$52,293 – \$66,494    **Negotiating Unit:** PS&T  
**Appointment Type:** Contingent Permanent or Perm    **Jurisdictional Class:** Non-Competitive

---

**Department:** Division of Minority & Women's Business Development  
**Location:** 633 3<sup>rd</sup> Avenue, New York, NY 10017

---

**Responsibilities:**

Duties include, but are not limited to, the following: investigate and develop recommendations regarding the legitimacy of certification applications from Minority and Women-owned Businesses (MWB) as to their ownership and managerial and operational control pursuant to Article 15-A, Section 314 of the Statewide Certification program; counsel applicants on business strategies related to the program by informing business owners how to access State agencies, municipalities and other governmental agencies for bidding and contracting purposes; act as a liaison between the applicant and business opportunities available to MWBs.

The incumbent will assemble assigned file and case documents; prepare desk audit reports based on review and analysis of the application and supporting documentation; contact applicants requesting additional documentation in cases of incompleteness or necessity for up-to-date information on business activities; conduct state-wide onsite interviews of applicants; ascertain applicant's eligibility for certification; prepare final reports focusing on issues of ownership and operational and managerial control and develop conclusions relative to applicant eligibility for MWBD status; and represent the Agency by participating on panels for various business seminars.

---

**Minimum Qualifications:**

Four years' experience in the field of contract compliance, affirmative action, OR minority and women's business enterprise. This experience must include the following:

- Planning, developing, implementing, and reviewing programs dealing with minority business enterprise, affirmative action, minority and women's business program coordination, and affirmative action compliance review OR
- Labor relations directly relating to affirmative action OR
- The development and administration of programs designed to facilitate minority and women's access to employment or business opportunities in the public and private sector.

**Substitution:**

The following substitutions for the experience described above may be applied as follows:

An Associates degree may be substituted for two years of the experience described above

A Bachelors degree may be substituted for three years of the experience described above

A Masters degree may be substituted for the entire four years of experience described above

Two years of experience as an Assistant Minority & Women's Business Specialist or as a Minority Business & Women's Business Specialist I may be substituted for the entire four years of experience describes above.

---

Contact Information: **Fax:** (518) 292-5852; **E-Mail:** [DED-HR@esd.ny.gov](mailto:DED-HR@esd.ny.gov) **Address:** NYS Department of Economic Development, Human Resources Office, 625 Broadway, Albany, NY 12245

**IMPORTANT:** Please forward cover letter and resume to e-mail address above, indicating **specifically how you meet the minimum qualifications.**