

NYS DEPARTMENT OF ECONOMIC DEVELOPMENT

Vacancy Announcement

Position Title: Associate Agency Services Representative

Grade: SG-23, **Salary Range:** \$67,703-85,635

Appointment Type: Permanent

Jurisdictional Class: Non-Competitive

Due Date: May 8, 2015

Negotiating Unit: PS&T

Department: Division of Minority & Women's Business Development

Location: 625 Broadway, Albany, NY

Responsibilities:

Under the general direction of the Minority and Women's Business Enterprise (MWBE) Compliance Officer, the incumbent supervises subordinate analysts in monitoring and enforcing agency compliance with the provisions of New York State Executive Law, Article 15-A and related rules and regulations concerning the utilization of MWBEs on state contracts. The incumbent will personally handle more complex agencies and authorities, and serve as the primary liaison to these assigned agencies and authorities. The incumbent will keep Division management apprised on a timely basis of significant issues, trends, or developments, with written findings and recommendations. Travel may be required. Specific duties may include, but are not limited to, the following:

In consultation with the Director of Agency Services and Compliance, oversee agency and authority submissions of MWBE Goal Plans and Utilization Report submissions; conduct rigorous evaluation of agency and authority Goal Plans and Utilization Reports, and oversee related staff analyses and reports; provide feedback and support to agencies and authorities as necessary; provide information needed by other Division units to ensure the participation of eligible firms in MWBE initiatives, including certification, business development and training; manage group projects to timely completion of deliverables by Agency Services and report to Compliance Officer and upper management on progress or obstacles along the way, as well as provide appropriate solutions to issues that arise; ensure that staff have and maintain an understanding of the organizational structures and processes through which contracting and procurement are administered in their assigned agencies; lead periodic meetings with staff of agencies and authorities to discuss progress and needs, solicit their feedback, and foster communication; coordinate staff to conduct random or targeted on-site sampling reviews of agency contract documents and compliance forms to assess compliance with law, rules and related procedures; determine 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; develop 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; develop annual goal plans and establish individual contract goals where applicable; complete quarterly compliance reports; provide on-going technical assistance to staff of agencies and authorities; participate in the monitoring of disputes between contractors and agencies, and ensure that proper documentation is obtained. Draft requested reports for Counsel's Office as required; coordinate with the Division's Certification Unit as needed including, but not limited to, the identification of viable applicants to the MWBE Program; provide one-on-one and group training for 15-A regulated agencies and authorities on matters related to 15-A responsibilities, directives, laws, regulations, reporting and compliance. Also provide training to others in the MWBE Division on the use of B2G or subsequent systems; develop and provide training to 15-A regulated agencies and authorities on the usage of the current management and reporting platform (B2G) and any subsequent platforms (may involve travel, webinars or other means of information delivery); provide programmatic assistance (may involve travel) for MWBE-related events; serve as back up Analyst for agencies and authorities when other Agency Services Analysts are out of office; report on issues related to Agency Services upon request by Division's upper management; collaborate with the Business Development Unit to identify and coordinate sector outreach and trainings, and to identify and prioritize contract opportunities for certified companies; draft memoranda, reports, correspondence, and other documents; complete 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:

Address: NYS Department of Economic Development

Human Resources Office
625 Broadway
Albany, NY 12245

Fax: (518) 292-5852
E-Mail: DED-HR@esd.ny.gov

Additional: Please forward a cover letter and resume to e-mail address above. Be sure to **indicate position title and location you are applying for and specify how you meet the minimum qualifications** in your cover letter.

New York State is an Equal Opportunity/Affirmative Action employer

04/15/15