

DEPARTMENT OF ECONOMIC DEVELOPMENT

Vacancy Announcement

Position Title: Associate Agency Services Analyst

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

Appointment Type: Permanent

Jurisdictional Class: Non-Competitive

Due Date: May 5, 2015

Negotiating Unit: PS&T

Department: Division of Minority & Women's Business Development

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

Responsibilities:

1. Analysis of Goal Plans and Utilization Report submissions::
 - a. Conducts rigorous examination and evaluation of agency goal plans and utilization reports for 15A compliance.
 - b. Reviews staff analyses and recommendations regarding agency annual goal plans for 15A compliance.
2. Conducts periodic meetings with agencies/authorities to discuss MWBE compliance related progress and needs; and keep the Division management apprised of the results of these meetings and recommended follow-up activities.
3. Conduct random or targeted on-site sampling reviews of agency contract documents and compliance forms to assess compliance with the law, rules and agency procedures.
4. Monitor, audit, conduct periodic surveys, investigate potential breaches and report on agencies/authorities' remedial plans, goal plans, utilization reports and compliance with Executive Law Article 15-A and associated laws, regulations, rules and directives.
5. Represent the MWBE Division at Administrative appeals of the revocation or denial of MWBE certification and participate in the monitoring of disputes between contractors and agencies/authorities, insuring the proper documentation is obtained for office files and drafting requested reports for counsel's office as required:
 - a. Prepares recommendations for possible mediation efforts by the Director in such disputes;
 - b. Monitors the progress and results of agency hearings and any subsequent arbitration proceedings; provides Counsel's Office with requested files and monitoring reports;
 - c. Reviews arbitration awards regarding violations of the contract or the refusal of the agency to grant a waiver request to the contractor; reassesses agency policies and practices in light of arbitration decisions.
6. Plan and conducts trainings, orientation and technical assistance programs for agencies/authorities regarding MWBE compliance to include: contract compliance module, clarifying program responsibilities under Article 15-A; completing quarterly compliance reports; developing annual goal plans and reviewing and recommending individual contract goals where applicable; and, providing on-going technical assistance concerning agency/authority MWBE compliance responsibilities.
7. Works with the Certification Unit to coordinate operations regarding other agency contracting compliance.
8. Work closely with the Business Development Unit to identify and coordinate compliance related outreach and trainings.

9. Prepare to be prepared letters, memos and other documents and performs administrative functions for internal and external correspondence related to MWBE compliance.
10. Assigned other special projects as required.

Minimum Qualifications:

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: JD and 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:

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 cover letter and resume to email address above. Be sure to indicate title and location you are applying for and clearly state how you meet the Minimum Qualifications

New York State is an Equal Opportunity/Affirmative Action employer.