

## NYS DEPARTMENT OF ECONOMIC DEVELOPMENT

### Vacancy Announcement

**Position Title:** Senior Agency Services Analyst  
**Grade:** SG-18 **Salary Range:** \$52,293 to \$66,494  
**Appointment Type:** Permanent  
**Jurisdictional Class:** Non-Competitive

**Due Date:** May 11, 2015  
**Negotiating Unit:** PS&T

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**Department:** Division of Minority & Women's Business Development  
**Location:** 633 3rd Ave., New York, NY 10017

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#### **Responsibilities:**

Under the general direction of an Associate Agency Services Analyst, the incumbent monitors agency compliance with the provisions of Article 15-A and attendant Rules and Regulations concerning the utilization of Minority and Women-Owned Business Enterprises (MWBES) and the participation of such businesses in State contracts, including all procurement; identification of significant problems, trends, or developments and preparation of written findings and recommendations.

Duties and tasks will include, but may not be limited to, the following:

1. Develops an understanding of the organizational structures and processes of assigned agencies through which contracting and procurement are administered;
2. Analyzes assigned agency annual goal plans, making appropriate recommendations as to problems and deficiencies including the following:
  - a. If rejection or modification of an agency's goal plan is required, assures that the reasons for the recommendation are reasonable and fully documented;
  - b. Participates as directed in the negotiation of unacceptable plans;
3. Prepares analyses and recommendations regarding quarterly compliance reports regarding the need for agency training or follow-up monitoring activities;
  - a. Assures that partial or total waivers granted by the agencies are documented and appropriately issued pursuant to the agency's guidelines and procedures; and that good faith documentation is satisfactory and in accordance with the agency's criteria and the rules and regulations;
  - b. Ensures that uniform criteria are enforced when the agency disqualifies a contractor;
  - c. Reviews whether the self determination by the agency regarding compliance is justified; incorporates this self-determination in recommendations for monitoring or training activities;
4. Attends periodic meetings with assigned agencies to discuss progress and needs; keeps the Associate Agency Services Analyst apprised of the results of these meetings and recommends follow-up activities;
5. Conducts random or targeted on-site sampling reviews of agency contract documents and compliance forms to assess compliance with the law, rules and agency procedures as required.
6. Determines appropriateness of an agency investigation based on State Comptroller's reports of contracting activities, formal and informal complaints;

7. Participates in training and orientation programs for agency personnel regarding: clarification of program responsibilities under Article 15-A; completion of quarterly compliance reports; development of annual goal plans, and establishment of individual contract goals where applicable; provides on-going training and technical assistance to agency personnel, including agency responsibilities relative to M/WBE development;
8. Monitors significant disputes between contractors and agencies; assures proper documentation; prepares drafts and requested reports for Counsel's Office;
  - a. Assists in the preparation of 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;
9. Serves as liaison to staff in the Certification bureau to coordinate contracting opportunities within agencies that can be matched with M/WBEs;
10. Prepares program external dissemination reports ensuring that the statistical and other data are accurate and complete.
11. Provide planning for external events (expos, forums, conferences, etc.) and coordinate workshops to promote growth and opportunity for MWBE firms and represent Business development at such events.
12. Provide trainings and technical assistance to businesses and ESD, PTACS, SBDC and EAPs on business development, procurement opportunities and NYSCS.
13. Develops and presents resource materials for use at trainings and workshops.
14. Provide education and outreach to agencies/authorities and businesses in accessing, finding and identifying MWBE contracting opportunities and business strategies.
15. Provide support to agencies/authorities to develop new ways to create opportunities for MWBE firms.
16. Identify business opportunities' in contracting and in capital programs for MWBEs and counsel MWBEs on business strategies.
17. Develop and maintain relationships with agencies / authorities, governmental organizations, community business organizations and prime contractors to connect MWBEs to business opportunities.

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**Minimum Requirements:**

1. A Bachelor's degree in Public or Business Administration, Public Affairs and Policy, Political Science, Economics, the Social Sciences, or a related field;
2. Two years of professional experience in MWBE/Affirmative Action/EEO programs, or in community economic development, or in audit/compliance activities;
3. Graduate credits may be substituted for experience on the basis of 30 credit hours for each year of experience up to one year.

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

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