

NYS 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 26, 2015

Negotiating Unit: PS&T

Department: Division of Minority & Women's Business Development Unit

Location: 633 3rd Avenue, New York, NY 10017

Basic Function: Under the general direction of the Executive Director, Minority & Women's Business Development (MWBE), the incumbent will supervise subordinate analysts in monitoring and enforcing agency compliance with the provisions of Article 15-A and the attendant rules and regulations concerning the utilization of MWBEs and the participation of minority and women businesses on state contracts and all procurement, personally handling more complex agencies and assignments. The incumbent promotes growth and opportunity for MWBE firms through education and outreach to agencies and prime contractors throughout New York State. Such activities will include, but not be limited to, finding and disseminating information on contracting opportunities; providing information and training regarding tools for launching/expanding a business; technical support, marketing access to capital programs and participating in and/or developing local/regional events and workshops. The incumbent will work with an array of programs and initiatives to support small businesses and help businesses maximize their opportunities for success and support policy development efforts. The incumbent keeps the Unit management apprised on a timely basis of significant problems, trends, or developments, with written findings and recommendations. Travel may be required.

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

1. Analysis of Goal Plans and Utilization Report submissions:
 - a. Conducts rigorous examination and evaluation of agency goal plans and utilization reports for 15-A compliance.
 - b. Reviews staff analyses and recommendations regarding agency annual goal plans for 15-A compliance.
2. Conducts periodic meetings with agencies/authorities to discuss MWBE compliance-related progress and needs; keeps Division management apprised of the results of these meetings and recommended follow-up activities.
3. 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.
4. Monitors, audits, conducts periodic surveys, investigates potential breaches and reports 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. Plans 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 ongoing technical assistance concerning agency/authority MWBE compliance responsibilities.

6. Works with the Certification Unit to coordinate operations regarding other agency contracting compliance.
7. Works closely with the Agency Services Unit to identify and coordinate compliance-related outreach and trainings.
8. Prepares letters, memos and other documents and performs administrative functions for internal and external correspondence related to MWBE business development.
9. Provides information needed by other Division units to ensure the participation of eligible firms in MWBE initiatives, including certification, business development and training.
10. Manages group projects to timely completion of deliverables by Business Development and reports to Executive Director on progress or obstacles along the way, as well as provides appropriate solutions to issues that arise.
11. Develops and provides planning for MWBE-related events (expos, forums, conferences, etc.) and coordinates workshops to promote growth and opportunity for MWBE firms and represents DMWBE at such events.
12. Develops and provides trainings and technical assistance to businesses and external technical assistance provider partners.
13. Develops and provides trainings and workshops, education, outreach and resource materials to agencies/authorities, municipalities and other government agencies and businesses in accessing, finding and identifying MWBE contracting opportunities and business strategies.
14. Provides support to agencies/authorities to develop new ways to create opportunities for MWBE firms, including attending meetings with agencies/authorities to discuss progress, reporting, and follow-up activities.
15. Identifies business opportunities in contracting and in capital programs for MWBEs and counsel MWBEs on business strategies.
16. Identify prime contractors to create pathways for MWBE supply chain distribution networks and identify firms that have success in NYS contracting
17. Monitor agency/authority procurements, RFPs and contracting opportunities in NYSCS
18. Investigates and develops recommendations on business development for firms and provide programmatic assistance and prepare program reports
19. Represents ESD on behalf of the Business Development Unit in participation on panels for various business seminars.
20. Statewide travel required.
21. Special projects as assigned.

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 the position title and location you are applying for and specify how you meet the minimum qualifications** in your cover letter.

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