

**DEPARTMENT OF ECONOMIC DEVELOPMENT**  
Vacancy Announcement

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**Position Title:** Associate Agency Services Analyst  
**Grade:** SG-23                      **Salary Range:** \$66,375-83,954  
**Appointment Type:** Permanent  
**Jurisdictional Class:** Non-Competitive

**Due Date:** July 23, 2013  
**Negotiating Unit:** PS&T

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**Department:** Division of Minority & Women's Business Development    **Location:** 625 Broadway  
Albany, NY 12245

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**Responsibilities:**

1. Analysis of Goal Plans and Utilization Report submissions
  - a. Conducts rigorous examination and evaluation of agency goal plans and utilization reports, and oversees other staff analyses and reports
  - b. Reviews staff analyses and recommendations regarding agency annual goal plans.
2. Ensures that staff develops an understanding of the organizational structures and processes through which contracting and procurement are administered in their assigned agencies.
3. Conducts periodic meetings with assigned agencies to discuss progress and needs; keeps the Unit management apprised of the results of these meetings and recommended follow-up activities.
4. Directs staff to 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.
5. Determines 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 M/WBE activities.
6. Plans and conducts training, orientation and technical assistance programs for agency personnel to include: clarifying program responsibilities under Article 15-A; completing quarterly compliance reports; developing annual goal plans and establishing individual contract goals where applicable; and, providing on-going technical assistance concerning agency M/WBE development responsibilities.
7. Participate in the monitoring of disputes between contractors and agencies, 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 lights of arbitration decisions.
8. Works with the Certification Unit to coordinate operations regarding other agency contracting opportunities.
9. Work closely with the Business Development Unit to identify and coordinate sector outreach and trainings.
10. Prepares draft articles and other pieces of communication for external correspondence.
11. Assigned other special projects as required.

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**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:

- Developing and analyzing MWBE/EEO compliance programs;
- Conducting MWBE/EEO training and/or consulting activities;
- Promoting MWBE development activities.

One year of this experience must have been in a supervisory or management capacity.

*Educational Substitution:* Graduate credits may be substituted for experience on the basis of 30 credit hours for each year of experience.

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**Contact Information:**

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Human Resources Office  
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Albany, NY 12245

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**E-Mail:** [DED-HR@esd.ny.gov](mailto: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. (*New York State is an equal opportunity/affirmative action employer.*)