

NYS DEPARTMENT OF ECONOMIC DEVELOPMENT

Vacancy Announcement

Position Title: Senior Certification Analyst
Grade: SG-18, **Salary Range:** \$52,293 – \$66,494
Appointment Type: Permanent

Due Date: August 31, 2015
Negotiating Unit: PS&T
Jurisdictional Class: Non-Competitive

Department: Division of Minority & Women's Business Development

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

Responsibilities:

Duties include, but are not limited to, the following: investigate and develop recommendations regarding the legitimacy of certification applications from Minority and Women-owned Businesses (MWB) as to their ownership and managerial and operational control pursuant to Article 15-A, Section 314 of the Statewide Certification program; counsel applicants on business strategies related to the program by informing business owners how to access State agencies, municipalities and other governmental agencies for bidding and contracting purposes; act as a liaison between the applicant and business opportunities available to MWBs.

The incumbent will assemble assigned file and case documents; prepare desk audit reports based on review and analysis of the application and supporting documentation; contact applicants requesting additional documentation in cases of incompleteness or necessity for up-to-date information on business activities; conduct state-wide onsite interviews of applicants; ascertain applicant's eligibility for certification; prepare final reports focusing on issues of ownership and operational and managerial control and develop conclusions relative to applicant eligibility for MWBD status; and represent the Agency by participating on panels for various business seminars.

Minimum Qualifications:

Four years' experience in the field of contract compliance, affirmative action, OR minority and women's business enterprise. This experience must include the following:

- Planning, developing, implementing, and reviewing programs dealing with minority business enterprise, affirmative action, minority and women's business program coordination, and affirmative action compliance review OR
- Labor relations directly relating to affirmative action OR
- The development and administration of programs designed to facilitate minority and women's access to employment or business opportunities in the public and private sector.

Substitution:

The following substitutions for the experience described above may be applied as follows:

An Associate's degree may be substituted for two years of the experience described above

A Bachelor's degree may be substituted for three years of the experience described above

A Master's degree may be substituted for the entire four years of experience described above

Two years of experience as an Assistant Minority & Women's Business Specialist or as a Minority Business & Women's Business Specialist I may be substituted for the entire four years of experience described above.

Contact Information: **Fax:** (518) 292-5852; **E-Mail:** DED-HR@esd.ny.gov **Address:** NYS Department of Economic Development, Human Resources Office, 625 Broadway, Albany, NY 12245

IMPORTANT: Please forward cover letter and resume to e-mail address above, indicating **specifically how you meet the minimum qualifications.**