



Job Opening

APPLICATION DEADLINE DATE: OCTOBER 21, 2016

JOB TITLE: Associate Agency Services Analyst, SG23, PEF **LOCATION:** ALBANY
APPOINTMENT TYPE: Permanent **JURISDICTION CLASS:** Non-Competitive
DEPARTMENT: Division of Minority & Women-owned Business Development,
625 Broadway, Albany, NY 12245

BASIC FUNCTION:

Under the general direction of the Minority and Women's Business Enterprise (MWBE) Compliance Officer, the incumbent will monitor and enforce agency compliance with the provisions of New York State Executive Law, Article 15-A and related rules and regulations concerning the utilization of MWBEs on state contracts. The incumbent will keep Division management apprised on a timely basis of significant issues, trends, or developments, with written findings and recommendations. Travel may be required.

WORK PERFORMED:

- Support the Compliance Officer in secondary review of Agency goal plans for compliance with Article 15-A of the Executive Law and other related sources of law and policy pertaining to the MWBE program.
- Evaluate staff review of MWBE quarterly reported utilization by New York State agencies and authorities for accuracy, completeness, and compliance with Article 15-A, associated regulations and Division policies.
- Conduct periodic meetings with agencies/authorities to discuss MWBE compliance related progress and needs, report and provide recommended follow-up to MWBE Division management.
- Conduct on-site sampling audits of agency/authority contract documents and procurement records to assess compliance with Article 15-A and associated regulations, related laws, rules, and MWBE Division directives.
- Monitor and conduct periodic surveys related to agency/authority 15-A programs, investigate potential breaches of Article 15-A and associated regulations and directives.
- 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
 - Prepares recommendations for possible mediation efforts by the Director in such disputes;
 - Monitors the progress and results of agency hearings and any subsequent arbitration proceedings and provides Counsel's Office with requested files and monitoring reports;
 - 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.
- Plan and conducts trainings, orientation and technical assistance programs for agencies/authorities regarding MWBE compliance to include; use of the New York State Contract System (and any successor system), The Division's electronic record database; program compliance responsibilities under Article 15-A, such as procurement practices and reporting protocols; and policies and practices relating to new initiatives.
- Work with the Certification Unit to coordinate compliance efforts regarding certification denials or investigations.
- Work with the Agency Services Unit to coordinate compliance efforts regarding agency/authority contracting reporting compliance.
- Work closely with the Business Development Unit to identify and coordinate compliance related outreach and trainings.
- Prepare, provide, and report on MWBE program compliance as required, develop correspondence, surveys and reports as requested for internal or external distribution.
- Identify those agencies/authorities that are to be placed on remedial plans, and issue notices of such requirement to said agencies/authorities. Then meet with, monitor, make recommendations and report on agencies/authorities' remedial plans progress towards them getting back into 15-A compliance.
- Perform other special projects as reasonably required by the Compliance Officer or Executive Director.

EDUCATION & 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: JD or CPA or 3 years as contracts administrator/budget analyst with a state agency or public authority, and one year of experience as a supervisor or manager and one year of procurement or financial audit.

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

SALARY RANGE: \$69,057-\$87,351

ADDITIONAL:

If interested in this position, please forward a cover letter and resume to the e-mail address below by **October 21, 2016**. 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.

INQUIRE

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

10/6/16

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