DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Senior Certification Analyst **Due Date:** October 23, 2014
Grade: SG-18 **Salary Range**: $52,293 – $66,494 **Negotiating Unit:** PS&T
Appointment Type: Contingent Permanent
Jurisdictional Class: Non-Competitive

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

Responsibilities:
Duties include, but are not limited to: investigate and develop recommendations on the legitimacy of applications from minority and women-owned businesses 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, informing business owners on how to access State Agencies, municipalities and other government agencies for bidding and contracting; and act as a liaison between the applicant and business opportunities available to MWBDs. 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 on-site interviews of applicants (state-wide); make inquiries to 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 Agency on behalf of Certification in participation on panels for various business seminars.

Minimum Requirements:
Four years of experience in the field of contract compliance, affirmative action or minority and women's business enterprise, including: planning, developing, implementing, and reviewing programs dealing with minority business enterprise, affirmative action, minority and women's business program coordination, affirmative action compliance review, or labor relations directly relating to affirmative action; or experience in 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. Graduate and undergraduate credits may be substituted for experience on the basis of 30 credit hours for each six months of experience, not to exceed two years of experience. OR Two years of experience as an Assistant Minority & Women's Business Specialist or as a Minority Business & Women's Business Specialist 1.

Contact Information:
Contact Name: Michelle Pemberton
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 cover letter and resume to e-mail address above. Be sure to indicate position title you are applying for and specify how you meet the minimum qualifications in your cover letter.
(New York State is an equal opportunity/affirmative action employer.)

10/08/14
F:\JobPostings\Senior Certification Analyst.MWBD.Oct 2014.doc