



### Job Opening

**APPLICATION DEADLINE DATE: November 10, 2016**

**JOB TITLE:** Associate Agency Services Analyst, SG23, PEF      **LOCATION:** NYC  
**APPOINTMENT TYPE:** Permanent      **JURISDICTION CLASS:** Non-Competitive  
**DEPARTMENT:** Division of Minority & Women's Business Development,  
633 Third Avenue, New York, NY 10017

#### **BASIC FUNCTION:**

Under the general direction of the Executive Director, Minority & Women's Business Development (MWBE), the incumbent monitors and enforces 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.

#### **WORK PERFORMED:**

- 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.
- Prepares letters, memos and other documents and performs administrative functions for internal and external correspondence related to MWBE business development.
- Provides information needed by other Division units to ensure the participation of eligible firms in MWBE initiatives, including certification, business development and training.
- 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.
- Develops and provides trainings and technical assistance to businesses and external technical assistance provider partners.
- 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.
- 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.
- Identifies business opportunities in contracting and in capital programs for MWBEs and counsel MWBEs on business strategies.
- Identify prime contractors to create pathways for MWBE supply chain distribution networks and identify firms that have success in NYS contracting
- Monitor agency/authority procurements, RFPs and contracting opportunities in NYSCS
- Investigates and develops recommendations on business development for firms and provide programmatic assistance and prepare program reports
- Represents ESD on behalf of the Business Development Unit in participation on panels for various business seminars.
- Develop procurement strategies with New York State Agencies and Authorities on how to expand their MWBE footprint
- Perform research in NYS Contract Compliance system on MWBE utilization and performance
- Perform regular review of New York State procurements through NYS Contract Reporter
- Provide business development training to NYS certified MWBE's
- Developing action plan to inform prime vendors in Supply Demand Utilization (SDU) categories and to promote DMWBD initiatives (Mentor-Protégé Program, Diversity Practices and SDU)
- Review RFP's to identify potential barriers to MWBE engagement
- Provide Technical assistance to New York State certified MWBE's on how to leverage their certification
- Represent the Division at public events
- Enhance MWBE Business Development web page presence
- Develop branding strategy for Business Development Unit within the Division of Minority and Women's Business Development
- Analysis of Goal Plans and Utilization Report submissions:
  - Conducts rigorous examination and evaluation of agency goal plans and utilization reports for 15-A compliance.
  - Reviews staff analyses and recommendations regarding agency annual goal plans for 15-A compliance.

- 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.
- 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.
- 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.
- Works closely with the Agency Services Unit to identify and coordinate compliance-related outreach and trainings.
- Statewide travel required (30% - 40%)
- Special projects as assigned.

**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:** MBA or MPA 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.

**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 (plus \$3,026 location pay)

**ADDITIONAL:**

If interested in this position, please forward a cover letter and resume to the e-mail address below by **November 10, 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](mailto:DED-HR@esd.ny.gov)

10/27/16

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