



Job Opening

APPLICATION DEADLINE DATE: September 28, 2019

JOB TITLE: Minority Business Development Specialist 4, SG-27, PEF
APPOINTMENT TYPE: Permanent **LOCATION:** Albany
DEPARTMENT: Division of Minority and Women's Business Dev. **JURISDICTION CLASS:** Non-Competitive
625 Broadway
Albany, NY 12207

BASIC FUNCTION:

Under the general direction of the Vice President, Agency Services and MWBE Compliance, the incumbent will provide senior leadership in the Agency Services bureau and the MWBE Division; set policies; and provide guidance to agencies and authorities related to Article 15-A. In furtherance of the MWBE goals set by the Governor, the incumbent will manage all aspects of the reporting of MWBE usage by agencies and authorities and will provide technical assistance to leadership, intended to appropriately maximize the usage of MWBEs by agency and authority.

WORK PERFORMED:

- Manage all MWBE Agency Services Analysts, as well as the administrative program relative to employee responsibility in the Agency Services Bureau
- Formulate policies related to the MWBE program, specifically regarding NYS agencies' and authorities' general procurement, and report usage of MWBEs, statewide
- Direct studies concerning the implementation of Article 15-A, related regulations, and MWBE Division policies
- Direct and facilitate agency management working groups in the implementation of Article 15-A directives and procedures
- Communicate, advise, and train authority heads and commissioners regarding MWBE Division directives, and any reporting changes in Article 15-A
- Conduct periodic follow-up meetings with authority heads and commissioners of agencies to determine compliance with all applicable laws, regulations, and agency policies and procedures
- Provide B2G training, train-the-trainer training, and reporting analysis in conjunction with ESD staff and/or management
- Coordinate and manage the workflow of Agency Services Analysts with the Compliance bureau staff, regarding agency program reviews and audits
- Create and manage a MWBE agency training schedule for all analysts (webinars, electronic, on-site, and in person)
- Serve as MWBE analyst to assigned agencies. Receive, analyze, take corrective action, and evaluate agency's quarterly utilization reports and annual goal plans; ensure that Agency Services Analysts are following same protocols
- Assist agencies with searching the database of certified MWBEs to locate qualified firms for their procurement as a part of MWBE goal setting practices
- Review the application and effectiveness of all agency reporting protocols, and make recommendations on improving their efficiencies and effectiveness
- Provide input and updates to the Division Strategic Plans for Agency Services
- Anticipate and report to management known issues or concerns related to agency utilization or other 15-A reporting requirements
- Conduct webinars for agencies regarding 15-A directives, changes in 15-A regulations, other MWBE program additions, and any changes by the Division

- Assist with special MWBE functions (i.e. outreach functions, Division-sponsored events, etc.)
- Provide a minimum of two (2) surveys (MWBE waivers and violations) to agencies - related to an agency's MWBE activities – and draft related reports for executive management review
- Assist Compliance Officer or Executive Director as needed
- Other reasonable projects or functions as needed and/or assigned

EDUCATION & REQUIREMENTS:

Eight years of experience in the field of contract compliance, human rights, affirmative action, or minority, women-owned, or service-disabled veteran-owned business enterprise, including: planning, developing, implementing, and reviewing programs dealing with minority, women-owned, or service-disabled veteran-owned business enterprise, human rights, affirmative action, minority 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/or women community access to employment or business opportunities in the public or private sector.

Substitution: An associate degree in in business, marketing, economics, public administration may substitute for two years of experience. A bachelor's degree in business, marketing, economics, public administration, or public policy may substitute for four years of the experience. A master's degree in business, marketing, economics, public administration, or public policy may substitute for one additional year of experience.

SALARY RANGE: \$90,375 - \$111,316

Note: The starting salary for candidates with no prior State service will be at the minimum hiring rate.

ADDITIONAL:

If interested in this position, please forward a cover letter and resume to the e-mail address below by September 28, 2019. Be sure to indicate the position title, vacancy ID#, 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

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8/28/2019