

Job Opening

APPLICATION DEADLINE DATE: June 11, 2022

JOB TITLE: Program Aide, SG13, CSEA
APPOINTMENT TYPE: Permanent
DEPARTMENT: Division of Minority & Women-owned Business Development
633 Third Ave, New York, NY 10017

LOCATION: New York City
JURISDICTION CLASS: Competitive

BASIC FUNCTION:

Under the general direction of the Associate Director of Certification and related to Article 15-A in furtherance of the Minority and Woman-owned Business Enterprise (MWBE) goals set by the Governor, the incumbent will assist in the administration of the New York State MWBE program by performing the necessary program duties to support the activities of the MWBE certification process and special projects such as, but not limited to: FAQ maintenance, providing technical assistance and providing information and status updates and delivering informational sessions about MWBE certification process and benefits.

WORK PERFORMED:

- Provide technical assistance to MWBE applicants to ensure a complete application is submitted and includes all necessary documentation to meet the 15-A criteria (i.e. virtual document verification).
- Gather additional information from applicants and evaluate information presented based on 15-A criteria.
- Accurately answer application status questions and other certification related inquiries from applicants and certified firms.
- Accurately respond to internal and external inquiries regarding the MWBE program, particularly those questions which require additional research.
- Create PowerPoint slides and other visual aides to be used in trainings, presentations, and events.
- Participate in the development of training and outreach materials. Present training on the NYS Next Generation Certification Process.
- Assist in planning and overseeing special events (i.e. MWBE Annual Forum).
- Draft clear and effective correspondence and documents to support the MWBE certification process.
- Create reports, flyers, newsletters, and brochures as directed.
- Prepare invoices and submit in the financial management system (i.e. Peoplesoft).
- Assist in maintaining the certification database including, but not limited to, updating application status.
- Assist with other special projects as directed.

MINIMUM QUALIFICATIONS:

Open to current NYS employees who are currently in a Program Aide title;

-Or-

Open to those reachable on the Program Aide eligible list, or eligible for transfer under Section 70.1 of Civil Service Law. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov>.

-Or-

Reinstatement Eligible: Previously held the title on a permanent competitive basis or held a title as indicated under the transfer eligible section on a permanent competitive basis.

PREFERRED QUALIFICATIONS:

- Dynamic interpersonal skills and the ability to effectively communicate with diverse audiences and stakeholders
- Ability to accurately review complex cases and multi-task effectively
- Ability to work independently
- Ability to effectively use Microsoft Office applications including, but not limited to, Word, PowerPoint, Excel and Outlook, as well as experience in CRM database
- Ability to respond appropriately to customer needs and the ability to work effectively with a diverse team
- Meticulous attention to details
- Punctual, reliable and consistently strives to meet deadlines

SALARY RANGE: \$46,983- \$57,231 (plus \$3,026 location pay)

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

ADDITIONAL:

IMPORTANT: All Department of Economic Development employees are required to be tested weekly for COVID-19 unless they are fully vaccinated. Employees who are vaccinated must provide proof of vaccine status through a secure online portal.

If interested in this position, please forward a cover letter and resume to the e-mail address below by **June 11, 2022**. 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

New York State is an Equal Opportunity/Affirmative Action employer

5/11/2022

Reference No. 01376, 01378

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.