



Job Opening

**APPLICATION DEADLINE DATE: November 4, 2021**

**JOB TITLE:** Associate Certification Analyst, SG23, PEF  
**APPOINTMENT TYPE:** Contingent-Permanent  
**DEPARTMENT:** Division of Minority & Women's Business Development,  
633 Third Avenue, New York, NY 10017

**LOCATION:** NYC  
**JURISDICTION CLASS:** Non-Competitive

**BASIC FUNCTION:**

Under the general direction of the Deputy Director, the incumbent will be involved in the management of the Certification Team, including, but not limited to, supervision of staff; certification processing and file caseload management; analyst and program staff productivity; and customer service. The Associate Certification Analyst will develop Certification protocols, implement decentralized workflow process, operating procedures, guidelines and training programs, New York State Contract System (NYSCS) data recommendations, and ensures the confidentiality of financial and business records to prevent unauthorized disclosure.

**WORK PERFORMED:**

- Supervisory functions over staff in the Certification Unit and implement decentralized certification workflow processes;
- Manages and provides training to both staff and the public on certification processes;
- Oversees the usage of the NY State Contract System, and provides subject matter training to staff, agencies and the public;
- Provide data analysis, reports and makes Certification-oriented policy suggestions to the Executive Director and/or Deputy Director;
- Makes recommendations and helps develop Certification protocols, operating procedures, guidelines and initiatives, training programs, NYSCS data recommendations, ensures the confidentiality of financial and business records to prevent unauthorized disclosure;
- Keeps the supervisor apprised on a timely basis of significant problems and analyses, trends or developments, with written findings, recommendations and management reports;
- Investigates and develops recommendations on the legitimacy of ownership and managerial and operational control of applicants for Minority and Women-owned Business certification;
- Travel is required.

**MINIMUM QUALIFICATIONS:**

Five years' experience in the field of minority and women's business enterprise, contract compliance, OR affirmative action. This experience must include the following:

- The review, investigation, and/or evaluation of compliance with Equal Employment Opportunity laws, rules and regulations;
- The planning, development, implementation, and review of programs dealing with affirmative action, minority and women's business program coordination and/or labor relations relating to affirmative action; and/or
- The development and administration of programs to facilitate minority and women's access to employment or business opportunities in the public or private sector.

At least one year of the above experience must have been in a management or supervisory capacity.

**Substitution:** The following substitutions for the experience described above may be applied as follows:

- An associate's degree may substitute for two years of the experience described above.
- A bachelor's degree may substitute for three years of the experience described above.
- A J.D. or master's degree may substitute for four years of the experience described above.

**Promotion:** One year of experience as a Senior Certification Analyst.

**SALARY RANGE:** \$73,284 - \$92,693 (plus \$3,026 location pay)

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 **November 4, 2021**. 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](mailto:DED-HR@esd.ny.gov)

10/4/2021  
Reference No. 01044

**[New York State is an Equal Opportunity/Affirmative Action employer](#)**

*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](mailto:info@goer.ny.gov).*