



Job Opening

**APPLICATION DEADLINE DATE: December 18, 2018**

**JOB TITLE:** Associate Agency Services Analyst, SG23, PEF      **LOCATION:** Albany  
**APPOINTMENT TYPE:** Temporary\*      **JURISDICTION CLASS:** Pending Non-Competitive  
**DEPARTMENT:** Division of Minority & Women's Business Development,  
625 Broadway, Albany, NY 12245

**BASIC FUNCTION:**

Under the general direction of the Minority and Women's Business Development (MWBD) Compliance Officer, the incumbent will act as primary MWBD analyst for assigned agencies/authorities regarding their MWBE reporting and related procurement activities as determined by New York State Executive Law Article 15-A and related regulations, and the MWBD Division, concerning the utilization of certified MWBEs on state contracts.

The incumbent will keep Division management apprised on a timely basis of significant issues, trends, or developments, with written findings and recommendations. Travel may be required.

**WORK PERFORMED:**

- Serve as MWBD Analyst to assigned agencies/authorities.
- Receive, analyze and evaluate, and conduct primary review and take corrective actions on agency/authority annual goal plans and quarterly utilization reports for compliance with Executive Law Article 15-A, MWBD Division protocols, and other related sources of law and policy pertaining to the MWBD program.
- Conduct periodic meetings with agencies/authorities to discuss MWBD reporting and related progress and needs. Report and provide recommended follow-up to MWBD Division management.
- Anticipate and report issues and concerns related to agencies/authorities MWBD utilization or other 15A reporting requirements to management.
- Upon request by the Compliance Officer assist in the conducting of MWBD program reviews of agency/authority contracts, documents and procurement records to assess compliance with Article 15-A and associated regulations, related laws, rules, and MWBD Division directives.
- Monitor and conduct periodic surveys related to agency/authority 15-A programs.
- Plan and conduct training, orientation and technical assistance programs for agencies/authorities regarding MWBD reporting and compliance, including the use of the New York State Contract System (and any successor system), agency/authority program responsibilities under Article 15-A (such as MWBD related procurement practices and reporting protocols); and policies and practices relating to new initiatives.
- Work with the Certification Unit to coordinate reporting and compliance efforts regarding certification status of vendors and the granting of MWBD credit to agencies and authorities.
- Review and make corrective suggestions/recommendations that adhere to MWBD best practices standards to the head of Compliance and Division management.
- Work with the Business Development Unit to identify and coordinate agency/authority outreach and trainings related activity.
- Train and assist agencies/authorities with searching the database of certified MWBEs to locate qualified firms for their procurements.

- Communicate directives from MWBD Division to agencies/authorities and provide related feedback to the MWBD Division as needed.
- Prepare and report on agency/authority MWBD program reporting (i.e. progress and challenges) as required by the Compliance Officer or Executive Director. Develop correspondence, surveys and reports as requested for internal or external distribution.
- Identify those agencies/authorities that are to be placed on remedial plans or other MWBD Division enhanced technical assistance initiatives and, upon request by Compliance Officer or Executive Director, issue notices of such requirement to said agencies/authorities. Then meet with, monitor, make recommendations and report on agencies/authorities' remedial plans or enhanced technical assistance initiative progress.
- Perform other special projects as reasonably required by the Compliance Officer or Executive Director.

**EDUCATION & REQUIREMENTS:**

A Bachelor's Degree and three years of experience in the field of MWBE and/or Affirmative Action, or three years of community economic development program or audit/compliance experience.

**Preferred:**

- CPA or three years as a contracts administrator/budget analyst with a state agency or public authority.
- One year of experience as a supervisor or manager.
- One year of procurement or financial audit.

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

- A J.D. or master's degree substitutes for one year of the experience described above.
- A Ph. D. substitutes for two years of the experience described above.
- An associate degree requires two additional years of the experience described above.

**SALARY RANGE:** \$73,284 - \$92,693

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

**ADDITIONAL:**

\*This position is temporary and will become permanent upon approval of non-competitive jurisdictional class status.

**If interested in this position, please forward a cover letter and resume to the e-mail address below by December 18, 2018. 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)

12/4/2018  
 Reference No. 01031

**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).*