



Job Opening

APPLICATION DEADLINE DATE: June 13, 2018

**JOB TITLE:** Associate Agency Services Analyst, SG23, PEF      **LOCATION:** Albany  
**APPOINTMENT TYPE:** Permanent      **JURISDICTION CLASS:** Non-Competitive  
**DEPARTMENT:** Division of Minority & Women-owned Business Development,  
625 Broadway, Albany 12245

**BASIC FUNCTION:**

Under the general direction of the Minority and Women's Business Enterprise (MWBE) Compliance Officer, the incumbent will act as primary MWBE 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 MWBE 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 MWBE 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, MWBE Division protocols, and other related sources of law and policy pertaining to the MWBE program.
- Conduct periodic meetings with agencies/authorities to discuss MWBE reporting and related progress and needs. Report and provide recommended follow-up to MWBE Division management.
- Anticipate and report issues and concerns related to agencies/authorities MWBE utilization or other 15A reporting requirements to management.
- Upon request by the Compliance Officer assist in the conducting of MWBE program reviews of agency/authority contracts, documents and procurement records to assess compliance with Article 15-A and associated regulations, related laws, rules, and MWBE Division directives.
- Monitor and conduct periodic surveys related to agency/authority 15-A programs.
- Plan and conducts trainings, orientation and technical assistance programs for agencies/authorities regarding MWBE 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 MWBE 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 MWBE credit to agencies and authorities.
- Review and make corrective suggestions/recommendations that adhere to MWBE 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 MWBE Division to agencies/authorities, and provide related feedback to the MWBE Division as needed.

- Prepare and report on agency/authority MWBE 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 MWBE 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 MWBE/Affirmative Action OR three years of community economic development program or audit/compliance experience.

**Preferred:** CPA 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 or financial audit.

**Educational Substitution:** A Master's degree or higher substitutes for one year of experience. An associate's degree requires two additional years of experience.

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

**ADDITIONAL:**

If interested in this position, please forward a cover letter and resume to the e-mail address below by **June 13, 2018**. 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)

5/29/2018

**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).*