

Job Opening

Job Posting: April 2022

**Application Deadline: 30 days or
until position is filled**

JOB TITLE: Compliance Manager, Contractor & Supplier Diversity

LOCATION: Albany

DEPT: Contract Administration

BASIC FUNCTION:

The Compliance Manager, Contractor & Supplier Diversity will assist with developing and monitoring Minority and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) participation goals and maximizing program compliance. The Compliance Manager will also refine and manage reporting and tracking systems, as well as prepare required reports.

WORK PERFORMED:

- Research, develop and negotiate MWBE and SDVOB participation goals with project sponsors or entities with ESD contracts;
- Solicit, review and track compliance of MWBE and SDVOB utilization, commitments and workforce participation;
- Ensure data is accurately reflected in tracking systems and databases;
- Manage MWBE and SDVOB utilization for multiple high-profile projects, tracking compliance with NYS Executive Law Articles 15-A and 17-B;
- Review procurement, grant and contract documents to ensure that applicable MWBE and SDVOB provisions and relevant requirements are accurately included;
- Liaise with contractors and grantees to identify legal MWBE, SDVOB and workforce requirements;
- Provide individualized technical assistance to contractors, vendors and grantees;
- Present and participate in panel discussions, workshops and other activities at conferences and events;
- Visit contractors and grantees at their offices and project sites, as necessary;
- Research and prepare lists of qualified and State certified MWBE and SDVOB companies and share such information with prime contractors/grantees to promote the inclusion of MWBEs and SDVOBs in projects;
- Analyze, recommend and update internal MWBE and SDVOB compliance and business processes, as necessary;
- Prepare quarterly and annual contract compliance reports and other procurement reports, as necessary;
- Provide support to the Director of the Office of Contractor & Supplier Diversity and VP of Contract Administration on MWBE and SDVOB marketing, outreach, compliance, and project management oversight, as necessary;
- Ensure adherence to diversity and best practices and provide the highest standard of customer service to all stakeholders;
- Participate in weekly, monthly and quarterly office, interdepartmental and division-wide meetings and/or webinars; and,
- Complete projects, tasks and other duties as assigned by the Director of Contractor & Supplier Diversity.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree in relevant discipline preferred. Associate degree with six years relevant experience may be considered.

Experience required: 3+ years' experience preferably in state government, in some combination of MWBE and/or SDVOB, contract administration, regulatory compliance, grant administration, and/or construction. Contract compliance and financial auditing experience is preferred.

Knowledge required: Advanced proficiency in Microsoft Office and using contract and data management systems. Excellent interpersonal skills and outstanding oral and written communication skills are required.

APPROXIMATE HIRING SALARY: \$55,460 - \$61,592 (w/ comprehensive benefits package)

INQUIRE

Maria Gately – HR Recruiter, Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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