

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Procurement Analyst	Level: II
Title Code No: 12158	Salary: \$44,281/\$50,293-\$71,555 Frequency: ANNUAL
Business Title: Minority Women Owned Business Enterprise (M/WBE) Compliance Officer	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Central Office of Procurement	Number of Positions: 1
Job ID: 191584	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the department's procurement process. Under the direction of the Agency Chief Contracting Officer (ACCO) for the Central Office of procurement (COP), with some latitude for discretion, serves as the M/WBE Compliance Officer.

Ensure and monitor the Department's compliance with the New York City Procurement Policy Board (PPB) Rules and Chapter 13 of the New York City Charter, and the requirements of the M/WBE Program;

Manage the day-to-day operations of the Department's M/WBE Program;

Communicate, provide, organize and maintain M/WBE program documentation;

Serve as a M/WBE liaison with selected vendors and end-users of the Department; Report to ACCO in a timely and efficient manner on escalating issues when necessary;

Perform duties related to policy analysis and strategic planning;

Prepare presentations, correspondence, reports and memoranda;

Assist with special projects as needed.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; or
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full time professional experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2", or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four year high school diploma or its educational equivalent and 6 months of the experience described in "1" above.

SPECIAL NOTES:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in "1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.

Preferred Skills

Strong analytical and computer skills, including proficiency using Microsoft Word, queries and reports.

Must possess excellent verbal and written communication skills, strong client service skills, as well as key organizational and interpersonal skills.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

Applicants (external): Must apply via www.nyc.gov/careers

City employees: Must apply via Employee Self-Service (ESS) www.nyc.gov/ess

THIS POSITION IS ONLY OPEN TO CITY EMPLOYEES WHO ARE PERMANENT IN THE TITLE OF PROCUREMENT ANALYST

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 04/23/2015

Post Until: 05/07/2015

The Department of Correction and The City of New York are Equal Opportunity Employers