

JOB VACANCY NOTICE

Applicants will be appointed from Civil Service List in list order or must already have Permanent status in title

CIVIL SERVICE TITLE: Contract Specialist -Level 2	TITLE CODE NO.: 40561-L2
OFFICE TITLE: Workforce Investment Act (WIA) Validation Specialist	SALARY: \$49,579 to \$66,581 (\$43,112 with less than two years of City service)
DIVISION/WORK UNIT: WIA Central Validation Unit (CVU)	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 1
JOB DESCRIPTION:	
<p>The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.</p> <p>Under the supervision of the Director and Deputy Director of the WIA Central Validation Unit (CVU) with some latitude for the exercise of independent action the WIA Validation Specialist will perform the following tasks:</p> <ul style="list-style-type: none"> • Validating performance based claims submitted by WIA contractors • Authorizing contractor performance milestones resulting from validation results • Monitoring the quality of data entered into automated case management systems by WIA youth contractors • Meeting with WIA youth contractors to review and reconcile performance outcome claims • Providing technical assistance to DYCD program and contractor staff regarding the performance claim validation processes and all required documents • Provides technical assistance to contractor and DYCD program staff regarding all automated case management systems (CAPRICORN) • Field monitoring of contractor agencies to provide technical assistance involving all data collection and system usage • Conducts offsite and onsite WIA participant eligibility determinations • Processes contractor Capricorn unlocking requests • Prepares statistical reports as assigned by senior management • Performs other tasks as needed to support to Central Validation Unit and • Performs other duties as assigned by the CVU Director or Deputy Director 	
PREFERRED SKILLS:	
<ul style="list-style-type: none"> • Computer Literate with knowledge of Microsoft: Word, Excel and Outlook • Understanding of DYCD's Automated Contract Management Systems (CAPRICORN, PBMFR, ECMS) • Knowledge of the WIA (Workforce Investment Act) • Strong oral and written communication skills 	
MINIMUM QUALIFICATIONS:	
<p>1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or</p> <p>2. A four year high school diploma or its educational equivalent and four years of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or</p> <p>3. Education and/or experience equivalent to "1" or "2" above.</p>	
<p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.</p>	
<p>To APPLY: Search for the Job ID #145749 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p>	
<p>ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED. *If you do not have access to a personal computer, please visit your local library*</p>	
POST DATE: 3/7/2014	POST UNTIL: 3/14/2014
JOB ID #:145749	