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## **FULL TIME POSITION: CERTIFICATION ANALYST DIVISION OF ECONOMIC AND FINANCIAL OPPORTUNITY**

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### **Agency Description:**

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

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### **Job Description:**

The Division of Economic and Financial Opportunity 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 government procurement process.

The goals of the division are to increase and retain the number of certified minority and women-owned business enterprises (M/WBE); increase the number of M/WBEs winning government contacts, and increase overall M/WBE participation in private and public sector contracting.

Under the supervision of the Deputy Director of Certification, the Certification Analyst will review applications for certification in the City's M/WBE program and will make eligibility determinations based on the analysis of business documentation submitted in the application.

Specifically, the Certification Analyst will:

- Review certification applications to ensure all required documents have been submitted;
- Exercise sound judgment in evaluating small businesses for certification;
- Contact clients via telephone and written correspondence to assist with the completion of the certification application process;
- Conduct interviews to verify data submitted in the application;
- Conduct presentations and M/WBE trainings for potential applicants and senior staff;
- Handle confidential information and enter data into client management system;
- Establish and maintain comprehensive, secure, and retrievable client files;
- Provide analytical assistance and project management assistance, including developing and maintaining project plans and other documents for team members;
- Handle high volume of inquiries regarding the MWBE certification program via MWBE certification helpline and emails account;
- Support the production of weekly metrics reporting; and
- Assist with special projects to implement targeted outreach initiatives, including participating in strategy sessions, coordinating with External Affairs unit and Business Solution Centers.

### **Preferred Skills:**

- Outstanding writing, presentation, and communications skills;
- Strong work ethic and attention to detail;

**The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**



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- Proficiency in MS Word, Excel and comfortable learning new computer programs;
- Ability to understand business and financial documents such as corporate by-laws, partnership agreements, tax returns, and bank statements;
- Experience working with cross-functional teams and diverse groups of people;
- Legal knowledge in business and financial documents such as corporate by-laws, partnership agreements, tax returns, and bank statements a plus
- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;
- Fluent in Spanish, Mandarin, Cantonese or Korean a plus

#### **Qualification Requirements:**

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
  - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
  - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
  - c. economic, market or site research and analysis for business and neighborhood development; or
3. An associate degree or 60 semester credits from an accredited college and three years of full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and experience which is equivalent to "1", "2", or "3" above. However, all candidates must have least 60 semester credits from an accredited college.

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#### **How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line:

**Certification Analyst** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov).

**Salary for this position is: \$50,000 per year.**

#### **ALSO:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: **269514**

**All Other Applicants:** Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search by agency Small Business Services and search for Job ID: **269514**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment.**

If you do not have access to email, mail your cover letter & resume to:  
NYC Department of Small Business Services / Human Resources Unit  
110 William Street / New York, New York 10038

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