

THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Procurement Analyst	Level: I	Title Code: 12158
Office Title: Procurement Analyst	Salary: \$ 47,604 - \$52,364	
Division: Administration		
Unit: Procurement	Number of Positions: 1	
Work Location: 100 Church Street, 12 Fl, New York, NY 10007	Hours/Shift: 35 hrs/week minimum	

ABOUT OATH:
The City of New York’s Office of Administrative Trials and Hearings (OATH) is the nation’s largest administrative tribunal, holding approximately 400,000 trials and hearings a year. As the City’s central, independent administrative law court, OATH adjudicates a wide range of matters filed by nearly every city agency, board and commission. OATH also houses the Center for Creative Conflict Resolution which provides mediation and restorative justice support to City government agencies and the general public, and the Administrative Judicial Institute, a resource center that provides training, continuing education, research and support services for administrative law judges and hearing officers.

JOB DESCRIPTION:

Under the direction of the Deputy Agency Chief Contracting Officer (DACCO) the candidate will assist procurement personnel in the:

- Processing all procurement and contract actions, including project development, writing, and releasing solicitations, reviewing proposals, processing documents such as pre-solicitations reports, public hearing submissions, City Record ads, recommendations for award, vendor responsibility determinations and registering of contracts with Comptroller
- Processing contract amendments, renewals and extensions; handling contractor performance evaluations
- Ensuring citywide procurement policies are followed in contract processing, including Minority/Women-owned Business Enterprise (M/WBE) compliance
- Maintaining procurement and contract management tracking tools
- Performing all contracting functions in the Procurement and Sourcing Solutions Portal (PASSPort) system; the Financial Management System (FMS); Office of Citywide Procurement (OCP), and internal agency purchasing systems
- Communicating with vendors to request required documents, and review submitted documents for completion and compliance with procurement rules and regulations.
- Providing technical assistance to contractors to facilitate appropriate oversight approvals and clearances.
- Ensuing timely registration of contracts; accurately and efficiently manage procurement actions from time of assignment until registration stage.
- Identify challenges and solutions on contract matters; correspond with user units and ACCO, and assist on Special Projects as needed.

Special Note:
Only candidates who are currently serving as a permanent Procurement Analyst with the City of New York or who have taken the exam and are reachable on the certification list should apply.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. A baccalaureate degree from an accredited college and 6 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 six months of experience as described in "1" above.

Preferred Skills:

- Knowledge of the Procurement Policy Board (PPB) Rules and the NYC Charter as it relates to the oversight approval process
- Awareness of the City’s Minority/Women-owned Business Enterprise (M/WBE) Program
- Strong analytical and organizational skills.
- Excellent writing, interpersonal, customer service and presentation skills. Advanced Microsoft Excel and Word skills
- Working experience with FMS and Passport systems
- Ability to adapt to a fast-paced work environment and changing needs and priorities

To Apply:

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed. For all other applicants, please go to www.nyc.gov/jobs/search and search for the Job ID listed.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.
For more information about OATH, visit us at: www.nyc.gov/oath

NOTE:
As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Post Date: 9/9/2022	Post Until: Filled	Job ID: 820-2022-550414/81
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