

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

Civil Service Title: PROCUREMENT ANALYST	Level: III	Title Code: 12158
Office Title: SILVER STARS PROCUREMENT ANALYST	Salary: \$40-\$50/hr	
Division: ADMINISTRATION		
Unit: PROCUREMENT	Number of Positions: 1	
Work Location: 100 Church Street, 12 Fl, New York, NY 10007	Hours/Shift: 21 hrs/week maximum	

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:

SILVER STARS PROCUREMENT ANALYST. *THIS POSITION IS ONLY AVAILABLE TO CANDIDATES WHO HAVE RETIRED FROM CITY SERVICE. THIS POSITION IS PART-TIME, 21 HOURS A WEEK. PENSION AND BENEFITS CAN STILL BE COLLECTED WHILE EMPLOYED IN THIS POSITION. *

OATH seeks to hire an experienced, talented, and highly motivated individual to serve as Silver Stars Procurement Analyst within the Procurement unit. Under the direction of the Deputy Agency Chief Contracting Officer (DACCO), the Silver Stars Procurement Analyst, in collaboration with OATH Procurement team, will work to ensure that all procurement actions are timely processed.

The Procurement Analyst will be responsible for assisting with day-to-day procurement operations, including, but not limited to::

- 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.
- Ensuring 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.

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.

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:

- 3-5 years of solid procurement experience within NYC government
- 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
- Strong working experience with Passport and FMS systems
- Ability to adapt to a fast-paced work environment and changing needs and priorities
- Ability to effectively multi-task and prioritize
- Ability to work independently and as part of a team

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.

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: 10/19/2022

Post Until: Filled

Job ID: 820-2022-556763/84

OATH and the City of New York are Equal Opportunity Employers