

## **FULL TIME POSITION: PROCUREMENT ANALYST PATHWAYS TO INDUSTRIAL AND CONSTRUCTION CAREERS WORKFORCE DEVELOPMENT CORPORATION**

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### **About the PINCC:**

On 8/2/2022, Career Services was awarded the Economic Development Administration (EDA) Good Jobs Grant in the amount of \$18.6 million for Pathways to Industrial and Construction Careers (PINCC). Grant funds will be used to create sectoral partnerships leading to careers in transportation, utilities, and construction and engage a wide range of employers, unions, and industry intermediaries to serve 6,000 HRA clients. HRA will be working with sub-awardees that include the Research Foundation of CUNY, the Consortium for Worker Education (CWE), and Non-Traditional Employment for Women.

### **About Career Services:**

Career Services offer Cash Assistance clients opportunities to help them increase their job skills and build a career that will lead to success and financial security. HRA will be working with sub-awardees that include the Research Foundation of CUNY, the Consortium for Worker Education (CWE), and Non-Traditional Employment for Women. This 36-month project has a Start date of October 1, 2022, with services to begin April 1, 2023. PINCC is a highly visible program on the national level and is supported by the Mayor's Office as well as several Deputy Mayors and the DSS Commissioner.

### **About the WDC:**

The WDC is an independent 501(c)(3) not-for-profit created by the City of New York (the "City") specifically for assisting the City in developing and funding workforce and economic development initiatives. In furtherance of this purpose, the WDC and SBS work in a partnership consisting of, among other things, jointly developing, funding, and managing workforce and training initiatives, and resource sharing.

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### **Job Description:**

Under the direction of the Director of Procurement and Contract Administration (Career Services), the Procurement Analyst (PA), is responsible for all aspects of procurement operations regarding purchases and sourcing necessary to comprehensively support the program and personnel. NYC Pathways to Industrial and Construction Careers (PINCC) provides access to non-traditional job sectors for the Human Resources Administration (HRA) and the opportunities include all phases of the employment cycle; recruitment, education, training, and job placement in construction and industrial careers that lead to sustained and meaningful attachment to the labor market and longer-term financial self-sufficiency.

### **Specific Responsibilities:**

- Assist internal PINCC staff and external PINCC partners with procurement actions that include, but are not limited to, training, travel, sole-source procurement, Memoranda of Understanding (MOU), requests for new equipment, services, and other supplies, grantee/sub-grantee processing, and modification as a part of their job duties.
- Assist program and project managers and budget analysts to maintain NYC PINCC's procurement performance and development of procurement actions, including development, preparation and review of requirements and specifications for contracts, contract amendments, contract addendums, certification of funds, vendor and provider contract responsiveness including responsibility determinations, prevailing wage requirements and wage categories. Purchasing goods and/or services as needed and manage the inventories of the purchased goods and services.
- Ensure delivery of high-quality products and services and ensure that NYC PINCC is maintaining the best prices and negotiation of goods or services. Continuously conduct spending analyses in conjunction with the budget analyst.

- Collaborate with NYC PINCC budget analyst to ensure procurements are equivalent to final cost and are rendered to agreements and guidelines. Ensure legal compliance and overall compliance management with NYC PINCC.
- Consistently communicate with vendors and sub-grantees to request required documents, and review submitted documents for completion and compliance with procurement rules and regulations.
- Prepare reports through the compilation of procurement progress analyses and data reports. Accurately maintain the records of all purchases. The procurement analyst will also be responsible for any reports for grant requirements.

**Preferred Skills:**

- Strong command of MS Office, including PowerPoint, Excel, and Word;
- Strong quantitative and problem-solving skills, comfort building financial models, and skill working with data sets;
- Able to prioritize among competing needs and opportunities;
- Enterprising and resourceful, organized and results oriented;
- Energetic, pro-active, collaborative and strategic;
- Strong team-player who enjoys working in multi-stakeholder partnerships; and
- Demonstrated interest or experience in economic development and/or public policy issues a plus.

**Qualifications:**

- Bachelor's degree from an accredited college or university in Business Administration or related field
- 3-5 years of community relations or development in a corporate or civic/non-profit setting with at least 2 years in a managerial capacity

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**How to Apply:**

Please email your resume and cover letter including the following subject line: **Procurement Analyst\_ Pathways to Industrial and Construction Careers: [WDCFiscal@sbs.nyc.gov](mailto:WDCFiscal@sbs.nyc.gov)**

**Salary Range: \$65,000 - \$68,000**

**\*Contract Duration: 3 years from date of hire\***

NOTE: Only those candidates under consideration will be contacted.

If you do not have access to email, mail your resume to:  
 NYC Department of Small Business Services  
 Human Resources Unit  
 1 Liberty Plaza New York, New York 10006