

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Associate Staff Analyst	Level: N/A
Title Code No: 12627	Salary: \$62,260.00/\$71,599.00 -\$92,704.00 Frequency: ANNUAL
Office Title: Sr. Procurement Analyst	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Fiscal & Procurement Operations/ACCO Administration	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3000 POSITION#: 280

Job Description

REPOST

The NYC Department of Homeless Services seeks an Associate Staff Analyst to serve as a Sr. Procurement Analyst in the Division of Fiscal & Procurement Operations. Under direction, with wide latitude for independent initiative and judgment, the Senior Procurement Analyst is responsible for preparing and tracking a wide range of documents, which require background research and analysis in reference to complex procurement actions and procedures. This includes the preparation and administration for various procurement actions such as Recommendation for Award (RFA), Request for Proposals (RFP), Request for Bids (RFB) and Concept Papers, and the research and writing of complex reports related to the above. The Senior Procurement Analyst serves as liaison between and provides technical assistance to high-level agency management, contractors, bidders and oversight agencies such as the Mayor's Office of Contract Services (MOCS) and the Comptroller's Office. Also participates in contract negotiations, assists in related projects and unit operations as directed by management.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Prepares and tracks status of contract documents and packages such as Concept Papers, Requests for Proposal, Requests for Bids and Requests for Award by reviewing and analyzing data using systems such as Automated Procurement Tracking (APT). This includes researching background data and analyzing documents to ensure they meet agency requirements and guidelines such as the Procurement Policy Board (PPB) rules and NYC Charters.
- Provides technical assistance and guidance to DHS program areas and vendors in the development of contracts, proposals or bid planning and development by analyzing problems and recommending solutions in order to meet agency goals within regulations. This may include intervention with program areas or vendors in order to resolve discrepancies or technical errors in the documentation required to complete contract actions.
- Drafts and/or edits comprehensive procurement reports such as the Pre-Solicitation Review, Bid Specifications and Selection Report in narrative or statistical form by analyzing data in order to provide a summary of results for review and approval by superiors. This may include the design of charts and graphs using standard graphic design tools in order to present information.
- Conducts research and data analysis as applied to items such as the "quality review" of the evaluation tool and price analysis in order to ensure accuracy and improved program delivery. This may include the review of transcripts from Pre-Proposal or Pre-Bid conferences for accuracy and follow-up with the program area for the preparation of a response to questions posed by conference attendees.
- Maintains liaison between DHS, MOCS, the Comptroller, DOI and DLS by conveying information and providing feedback in order to facilitate the negotiation, preparation or evaluation of procurement action or documentation.
- Assists with other related functions and special projects as assigned by management and assists with the operation of the unit as needed. May supervise staff performing related work and may assume the duties of his/her supervisor in the event of supervisor's absence.
- Perform special projects as needed.

PERMANENT INCUMBENTS ONLY

Qualification Requirements

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.

Preferred Skills

N/A

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 2/8/2016

Post Until: 2/23/2016

JVN: 071-2016-230891

The City of New York is an Equal Opportunity Employer.