

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

Civil Service Title: Procurement Analyst	Level: 2
Title Code No: 12158	Salary: \$44,945.00/\$51,687.00 -\$72,628.00 Frequency: ANNUAL
Office Title: Contract Registrations Analyst	Work location: 33 Beaver Street NY, NY 10004
Division/Work Unit: Fiscal & Procurement Operations/ACCO Administration	Number of Positions: 1
Hours/Shift: Mon. - Fri. 9:00am – 5:00pm	Agency Tracking #: 3008 POSITION#: TBD

Job Description

The NYC Department of Homeless Services (DHS) seeks a Procurement Analyst II to serve as a Contract Registrations Analyst within the Division of Fiscal & Procurement Operations. Under the direction of the Director of Contract Registrations, with the widest possible latitude for the exercise of independent initiative and decision making, the Contract Registrations Analyst has the overall responsibility of processing procurement documents and contracts; conferring with, advising and coordinating operational, technical and professional staff in the procurement process; assist in the performance of the complex work involved in the development and management of contracts for goods as well as human and non-human services to various DHS program areas. This role includes the duties of gathering, researching and the analysis of the background information provided by vendors for the responsibility determination used in the processing and registration of procurement transactions for the Agency.

DUTIES AND RESPONSIBILITIES

- Examines and researches vendor practices and verifies compliance toward the determination of vendor responsibility per the criteria prescribed by the Procurement Policy Board (PPB) Rules for contract awards, modifications, buy-against transactions, formal requests for time extensions on contracts, etc.
Ensuring legal compliance and processing in a consistent and timely manner; Recommends approval or disapproval of contracts for goods and service.
- Assist the Director of Contract Registrations in the preparation of confidential and intricate reports for the Agency Chief Contracting Officer (ACCO), by providing information retrieved from VENDEX, Lexis-Nexis, other databases/sources, tracking non-responsibility determinations and ensuring that information is accurate and submitted in a timely manner.
- Represents the unit at meetings with program area contract staff by and budget personnel to discuss, review and follow-up on critical issues related to the contract process.
- Provide technical assistance to program area procurement staff by answering questions, explaining procedures and legal requirements related to complex contracting action, in order to ensure compliance with agency procedures and to facilitate the timely delivery of contracted services.
- Provides technical assistance and clarification of legal terms and conditions of contracts to potential vendors in the development stages of their procurement actions.
- Obtains corrective actions and financial documentation where the contractor has failed to provide contracted goods and services and is deficient in their fiscal obligations pertaining to the terms of contractual agreement; makes

recommendations to the Director of the Contract Registrations for non-awards or cancellations of contracts based on contractor's non-responsibility and/ or poor or non-performance.

- Participates in special projects as assigned.

PERMANENT INCUMBENTS ONLY

Qualification Requirements

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

SPECIAL NOTES:

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

The knowledge, skills and abilities required for this position include, but are not limited to:

- Capability to work under pressure with restrictive deadlines, in a fast-paced environment, with the ability to elicit the same from subordinate staff.
- Superior analytical abilities and research skills.
- Knowledge of the Procurement Policy Board (PPB) Rules and the NYC Charter as it relates to the oversight approval process.
- Strong interpersonal skills which allow for effective direct communications with DHS officials, agency staff, and oversight agencies to which the office relates.
- Problem anticipation, prevention, and resolution.
- Excellent writing skills.
- Excellent computer skills.

To Apply:

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

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 2/9/2016

Post Until: 2/24/2016

JVN: 071-2016-231074

The City of New York is an Equal Opportunity Employer.