



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

SENIOR COMPLIANCE SPECIALIST

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnuskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

The Office of Economic Opportunity & Partnership Development has been in operation for six plus years. This office is responsible for monitoring the procurement activity of the integrated housing agencies which includes six Public Authorities and one Executive Agency. The primary goal is to ensure economic opportunity within the HCR structure for MWBEs statewide, which includes outreach, technical assistance, strategic planning, monitoring and reporting. With the Governor's mandate of 30% MWBE participation and a 6% SDVOB participation, the task has intensified. This office has also been tasked with monitoring projects which must adhere to the Davis-Bacon Act.

Job Summary

As a Senior Compliance Specialist, staff would ensure MWBE participation on construction projects statewide financed through HCR's programs statewide. Specific responsibilities would include:

- Providing technical training and assistance to the project development teams
- Working with the program staff from HCR's construction finance teams
- Providing quarterly reporting
- Providing technical assistance to the MWBE/SDVOB community
- Encouraging MWBE/SDVOB certification
- Attending industry related conferences and events
- Lead a team of Compliance Specialist



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- Creating and maintaining data analysis
- Evaluating and advising on the organization, methods, and procedures for providing administrative support systems such as progress reports, communications, directives, forms, files, and documentation
- Prior to Construction start, attend meeting in which General Contractor, legal, finance/accounting and project management have the responsibilities under the Davis-Bacon Act and related federal statutes explained to them.
- Monitor and report expenditures on projects financed by HCR programs
- Compile quarterly portfolio progress summaries with a team of Compliance Specialists
- Create strategic plan to bring deficient projects into compliance
- Review good faith efforts performed by external stakeholders
- Assist in responding to audits, requests, and inquiries by supervising regulatory agencies
- Develop and maintain trusting relationships with employees on worksites
- Some supervision required
- Some travel within New York State

This job description is not intended to be all inclusive and the employee will be expected to perform other reasonably related duties as assigned.

Qualifications:

- Bachelor's degree preferred with four years of relevant work experience.
- Demonstrated experience in data analysis, auditing, regulatory compliance, or business administration required
- Knowledge of housing development process.
- Proficient in Microsoft Office (including SharePoint, OneDrive, Excel, Word, and Visio), PeopleSoft, and Adobe Pro
- Excellent written/communication skills

WHAT WE OFFER:

Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits; Promotional opportunities for dedicated professionals.

All internal **SHA employees (only)** are directed to apply via Nyshcr.sm.internalcandidates@nyshcr.org
Please Include your name in the subject line

All other candidates: TO APPLY, [CLICK HERE](#).

Applicants must include resume and cover letter

New York State is an Equal Opportunity Employer (EOE)