



# 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!***

## **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 Visnauskas, **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** 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 MWBE and SDVOB contractors 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**

- Monitoring contract compliance for Minority- and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) utilization, including the following:
  - Updating contract logs to monitor various portfolios
  - Creating digital files for contracts to be maintained on shared network drive
  - Sending quarterly reporting reminder notices internally and externally
  - Providing technical assistance to vendors and/or funding recipients reporting compliance
  - Compiling, analyzing, and reporting data
  - Issuing non-compliance notices when vendors and/or funding recipients are not in compliance
  - Creating and maintaining tracking sheets for all contracts with MWBE and SDVOB subcontractors to monitor all contract compliance submissions



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- Monitoring contract status and reaching out to the involved program units and/or external stakeholders as appropriate
- Ensure Equal Employment Opportunity (EEO) reporting from vendors is complete
- Review agency solicitations and solicitation responses received for diversity and inclusion
- Coordinate office participation in outreach events and participate in events statewide
- Develop marketing materials and maintain department's web presence
- Maintain various spreadsheets

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:**

- BS/BA in Business Administration, Accounting, Finance or relevant field, or 4 years equivalent professional work experience
- Excellent communication, interpersonal and presentation skills
- Excellent organizational skills
- Outstanding analytical and problem-solving abilities
- Must be proficient in Excel, Word, and PowerPoint. Proficiency in Adobe Acrobat Pro and MS Visio is a plus

### **WHAT WE OFFER:**

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

All internal SONYMA/HFA/AHC employees (only) are directed to apply via  
[internalcandidates@hcr.ny.gov](mailto:internalcandidates@hcr.ny.gov)

**Please include your name in the subject line  
Applicants must include resume and cover letter**

**[TO APPLY, CLICK HERE](#)**

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New York State is an Equal Opportunity Employer  
(EOE)