



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!

PROCUREMENT COMPLIANCE SPECIALIST

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York 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 the Department of Empowerment, Compliance and Opportunities has been in operation for eight 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 opportunities within the HCR structure for Minority- and Women-Owned Businesses (MWBEs) and Service disabled & Veteran-Owned Businesses (SDVOBs) statewide, which includes engagement, technical assistance, strategic planning, compliance monitoring and reporting. With the Governor's mandate of 30% MWBE participation and a 6% Service-Disabled Veteran-Owned Business participation, the impact is great. This office is also tasked with monitoring projects which must adhere to the Davis-Bacon Act. This requires contractors and subcontractors working on federally funded jobs to pay their laborers wages and benefits no less than what others locally pay their workers for similar projects (prevailing wage).

Job Summary: The Procurement Compliance Specialist will report to the Assistant Vice President of the Office of the Department of Empowerment, Compliance and Opportunity. As the Procurement Compliance Specialist for the six public authorities and one executive agency under HCR's umbrella, duties will ensure MWBE and SDVOB participation in procurements throughout HCR.

Specific responsibilities would include:

- Developing strategies with procurement staff to increase MWBE and SDVOB engagement.
- Reviewing procurement guidelines as well as departmental policies and procedures to ensure the facilitation of MWBE and SDVOB contracting.
- Collecting, managing, and analyzing data for utilization compliance reporting
- Submitting quarterly and annual procurement reports.
- Attending industry related events and other engagement activities conduct other to establish and maintain relationships with MWBE and SDVOB firms.



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- Acting as the designated representative of the unit Vice President on Request for Proposal review committees
- Providing technical assistance to the MWBE/SDVOB community
- Evaluating and advising on the organization and procedures for administrative support systems including records, communication, forms, and files.
- Develop Deficiency Reports and conduct follow-up

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

Qualifications:

- Bachelor's degree required with equivalent work experience
- Proficient in use of Microsoft Excel, Word, PowerPoint
- Excellent written and oral communication skills
- Data analytics; experience in monitoring compliance with governmental housing regulations
- 2-4 years of procurement/supplier diversity experience

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits.
- Promotional opportunities, paid management training, and tuition reimbursement

All internal SONYMA/HFA/AHC employees (only) are directed to apply via
Internalcandidates@hcr.ny.gov

Please Include your name in the subject line

[TO APPLY, CLICK HERE](#)

Applicants must include resume and cover letter.

New York State is an **Equal Opportunity Employer (EOE)**