



Homes and Community Renewal

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COMPLIANCE ENGAGEMENT SPECIALIST

Buffalo, NY

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 Department of Empowerment, Compliance, and Opportunity (DECO) 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 Duties:

- Reports to Director of Construction Compliance located in Albany office.
- 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 construction finance 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.



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- 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.
- 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.
- Ensure timely registration and coordination of events relevant to DECO's mission.
- Ability to connect and follow up with relevant stakeholders at MWBE/SDVOB related events.
- Plan Department sponsored events for internal and external stakeholders, including generating guest lists, designing invitations, managing RSVPs and VIPs, catering, logistics, facilities, and post-event management.
- Manage event participation requests and submissions of events for department calendar.
- Extensive travel throughout NYS for event participation.
- Communication with event participants including providing appropriate information to audience in attendance.
- Reporting on event outcomes and maintaining calendar of events to include in quarterly and end of year reporting.

Minimum Qualifications:

- Bachelor's degree and 2 years of experience
 - Four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree
 - Master's degree may substitute for one year of specialized experience.
- Event planning experience preferred.
- Affordable housing construction experience preferred.
- Intermediate MS Excel, Adobe Acrobat Pro, SharePoint, and PowerPoint.
- Effective communication and organizational skills.
- Ability to work and connect with others.
- Ability to work independently.
- Experience working within DEI, MWBE, and/or SDVOB compliance.

WHAT WE OFFER:

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

[TO APPLY, CLICK HERE](#)

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