



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, NY

Possible Hybrid Workplace Opportunity

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.

A Civil Service exam is not required for this position. Candidates must meet the minimum qualifications outlined below to be considered.

NYS Homes and Community Renewal (HCR) is committed to fostering a culture of diversity, equity, inclusion, and accessibility. Our work would not be possible without the diverse backgrounds, experiences, ideas, and abilities of our employees. HCR is committed to developing a workforce which represents the diverse population of New York State. In pursuit of those principles, HCR has established a DEIA Committee, created a 5-year DEIA strategy plan, and developed a strategic plan to address Governor Hochul's Executive Order 31. HCR embraces a diverse and inclusive work environment by encouraging all individuals, including all people with disabilities, to apply to open positions at the agency.

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



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establish and maintain relationships with MWBE and SDVOB firms.

- 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

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

New York State Homes and Community Renewal currently offers the possibility of a hybrid workplace through our Telecommuting Pilot Program. Participation in this program requires an application process that must be approved. Participation is not guaranteed.

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

What we offer at NYSHCR:

- Extensive benefits package including paid leave, including excellent health, dental, vision and [retirement benefits](#) with the New York State & Local Employees' Retirement System.
- Promotional opportunity for dedicated professionals
- Work life balance benefits including a 37.5 hour work week and paid time off benefits including, vacation, sick, personal days, and Federal Holidays
- Opportunity for compressed scheduling
- 12 weeks of Paid Parental Leave
- Paid Family Leave
- Opportunity for compressed/flextime scheduling

Additional SONYMA/HFA/AHC Benefits:

- Cash in for Wellness! This program provides you with the option of buying or renewing a health club membership of your choice or enrolling in a weight loss and or smoking cessation program, using your sick leave accruals.
- Tuition reimbursement program – for job related and non-job related courses
- Vacation Leave Buy-Back program – Subject to approval, every year eligible employees may exchange previously earned and accrued vacation time in return for cash compensation (at employee's daily rate of pay at time of exchange)
- Access to Plum Benefits – savings on movie tickets, theme parks, hotels, tours, Broadway shows and more!



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- Optical reimbursement program – Employees are eligible for optical, hearing aid, and podiatric expenses not otherwise covered by insurance, with a maximum aggregate amount of \$650 per year, per family. Unused yearly balances may be carried over to the next year for a maximum of \$1300

About New York State Homes and Community Renewal:

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, construction, 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.

*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)



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