Job Opportunities at New York State Homes and Community Renewal

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SENIOR COMPLIANCE SPECIALIST

New York, 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.

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. 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 Department of Empowerment, Compliance and Opportunities (DECO) 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.

Position Summary

HCR is seeking a highly organized, detail-oriented, analytical, and collaborative professional to serve as a Senior Compliance Specialist within DECO.

The ideal candidate demonstrates strong critical-thinking and problem-solving skills, sound judgment, and the ability to independently manage multiple priorities while maintaining accuracy, accountability, and consistent follow-through.

This position supports MWBE and SDVOB compliance across HCR-financed construction projects, with a focus on monitoring and analyzing construction expenditures, evaluating contractor utilization, identifying compliance risks, and recommending practical solutions to improve participation outcomes.

We are seeking someone who is comfortable working with complex datasets, using Microsoft Excel and compliance management systems to track performance, identify discrepancies, interpret trends, and communicate findings clearly to management and stakeholders.

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The successful candidate will be a strong communicator who enjoys building relationships and collaborating with program teams, developers, contractors, and MWBE/SDVOB partners to resolve challenges and achieve shared goals. The position also requires confidence in leading meetings, providing technical assistance, and representing HCR in presentations and public-facing engagements. We are particularly interested in candidates who demonstrate leadership potential, including experience supervising, mentoring, coaching, or guiding colleagues, or a strong interest in developing those capabilities. The ideal candidate takes initiative, supports team success, embraces new technology, and is committed to advancing meaningful MWBE and SDVOB participation in New York State's affordable housing programs.

Duties and Responsibilities

Construction Compliance and Expenditure Monitoring

- Monitor and analyze construction expenditures and MWBE/SDVOB utilization across assigned HCR-financed projects, identifying participation shortfalls, discrepancies, and potential compliance risks.
- Review contractor utilization plans, good faith effort documentation, and compliance performance; recommend corrective actions for projects requiring additional attention.
- Coordinate with HCR program, legal, finance, project management, and contractor teams throughout the construction lifecycle to address compliance requirements and resolve concerns.
- Provide technical assistance to project teams and MWBE/SDVOB businesses, including guidance on compliance requirements, reporting, and certification opportunities.

Data Analysis, Reporting, and Operational Improvement

- Prepare and analyze quarterly compliance reports, construction expenditure summaries, and portfolio performance data in coordination with Compliance Specialists.
- Use Microsoft Excel, compliance management platforms, and reporting tools to track project performance, validate data, identify trends, and communicate findings to management.
- Identify gaps in reporting, documentation, and administrative processes; recommend improvements to tracking systems, records management, workflows, and data accuracy.
- Support compliance system implementation, data quality assurance, and improvements to reporting and operational procedures.

Stakeholder Engagement and Communication

- Build and maintain productive relationships with HCR program teams, developers, general contractors, MWBE/SDVOB firms, and other stakeholders, including individuals working on construction sites.
- Lead and participate in meetings with internal and external partners to review compliance performance, address challenges, and develop practical solutions.
- Represent HCR at MWBE/SDVOB forums, industry conferences, outreach events, and other public engagements, as assigned.
- Assist with responses to audits, regulatory inquiries, and requests for compliance information.

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Organization, Team Leadership, and Accountability

- Independently manage assigned projects, competing priorities, reporting deadlines, and compliance follow-up with strong attention to detail and accountability.
- Provide technical guidance, mentorship, and coaching to Compliance Specialists, and assist with coordinating team assignments and reviewing work, as assigned.
- Proactively identify and escalate compliance concerns, support corrective action planning, and follow matters through to resolution.
- Recommend improvements to team coordination, operational efficiency, and compliance practices while supporting a collaborative and accountable work environment.

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

What Success Looks Like
The successful candidate will:

- Independently manage a complex portfolio of compliance responsibilities with accuracy, organization, and accountability.
- Analyze construction expenditure and utilization data to identify potential concerns before they become significant compliance issues.
- Demonstrate strong attention to detail while understanding the broader implications of compliance findings.
- Build trusted relationships with program teams, contractors, developers, and MWBE/SDVOB partners.
- Communicate confidently in meetings, presentations, and stakeholder discussions.
- Approach challenges with curiosity, persistence, sound judgment, and a solutions-oriented mindset.
- Support colleagues through knowledge-sharing, mentorship, and emerging leadership capabilities.
- Embrace new technology and contribute to stronger reporting, data quality, and operational processes.
- Help advance meaningful MWBE and SDVOB participation while supporting HCR's affordable housing mission.

Additional Information

- Some travel within New York State may be required.
- This job description is not intended to be all-inclusive. The employee may be expected to perform other reasonably related duties as assigned.
- HCR is committee

Qualifications:

- Bachelor's degree and five years of relevant experience.
- Excellent oral and written communications skills
- Public speaking experience
- Experience overseeing data quality assurance, compliance, or related data and reporting.
- Strong skills in Excel, Power BI/Tableau, or similar data visualization tools.

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- Experience supporting or leading data system implementation and working with software developers.
- Knowledge of New York State MWBE and SDVOB reporting and goal-setting processes preferred.
- Strong communication skills, including the ability to explain data clearly to leadership.
- Ability to manage multiple priorities and collaborate across teams.

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
- As a New York State employee, you may qualify to participate in the Federal Public Service Loan Forgiveness Program (PSLF). The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under an accepted repayment plan and while working full-time for an eligible employer.

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)

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- Access to Plum Benefits – savings on movie tickets, theme parks, hotels, tours, Broadway shows and more!
- 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)