



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 Andrew M. Cuomo and Commissioner RuthAnne Visnaukas, **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 has been in operation for six 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 opportunity within the HCR structure for MWBEs 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.

Duties & Responsibilities:

- Monitoring contract compliance for Minority- and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) utilization, including the following:
 - Updating log of contracts to monitor as appropriate
 - 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 reporting compliance
 - Compiling, analyzing, and reporting data to oversight agencies
 - Issuing non-compliance notices when vendors are not in compliance
 - Creating and maintaining tracking sheets for all contracts with MWBE and SDVOB subcontractors to monitor all vendor compliance submissions
 - Monitoring contract expiration dates and reaching out to units to ascertain if they will need to re-solicit for the scope of services provided for in the contract.
 - Ensure Equal Employment Opportunity (EEO) reporting from vendors is complete



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- Review RFP submissions for diversity and inclusion
- Assist in the preparation of Agencies' Goal Plans
- Coordinate office participation in outreach events and participate in events statewide
- Develop marketing materials and maintain webpage
- Maintain various spreadsheets including MWBEs used throughout the agency, their capacity, etc.

Qualified candidates for this position should possess the following:

- Excellent organizational skills
- Excellent communication, interpersonal and presentation 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
- BS/BA in business administration preferred or relevant field

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

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

TO APPLY, please send resume and cover letter to: Jobopportunities@nyshcr.org

New York State is an Equal Opportunity Employer (EOE)