



# 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!*

## **SR.COMPLIANCE SPECIALIST** **(NEW YORK, NY)**

**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. This office has also been tasked with monitoring projects which must adhere to the Davis-Bacon Act.

### **Job Summary**

As a Senior Compliance Specialist for the five Public Authorities for the Housing Finance Agency (HFA) program, staff would ensure MWBE participation on projects statewide financed through HFA's Finance and Development Unit, which currently has a portfolio of over 90 active projects and growing. The Senior Compliance Specialist will also assist the Labor Standards Compliance Manager in monitoring the portfolio of projects within the entire HCR structure. Specific responsibilities would include:

- Providing technical training and assistance to the project development teams
- Working with the program staff of HFA
- Providing quarterly reporting
- Providing technical assistance to the MWBE/SDVOB community
- Encouraging MWBE/SDVOB certification
- Attending industry related conferences and events
- Creating and maintaining data analysis
- Evaluating and advising on the organization, methods, and procedures for providing administrative support systems such as records, communications, directives, forms, files, and documentation
- Prior to Construction start, attend meeting in which General Contractor, legal, finance/accounting and project management have the responsibilities under the Davis-Bacon Act and related federal statutes explained to them.
- Analyze "Weekly Certified Payroll Reports" to confirm concurrence and Prime contractor participation
- Develop Deficiency Reports and conduct follow-up
- Assist in responding to audits, requests, and inquiries by HUD and US DOL that involve Davis-Bacon procedures and documentation.
- Develop and maintain trusting relationships with employees on worksites
- Perform on-site confidential interviews with construction workers, regarding duties performed, hours worked, and compensation paid.



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- Assist in the conduct of compliance site visits for verification and enforcement that all mandated posting of DBA Posters on all construction sites are accessible to all employees and are located in an area where they cannot be destroyed by wind, rain, snow
- Remain current with knowledge regarding Davis-Bacon Act and any other regulations that affect HCR projects
- Attend training when available

This job description is not intended to be all inclusive, and employee will also perform reasonable related business duties as assigned

#### **Qualifications:**

- Minimum, Bachelor Degree preferred with equivalent work experience.
- Proficient in use of various computer software
- Excellent written/communication skills
- Data analysis; experience in monitoring compliance with governmental housing regulations
- Knowledge of housing development process.

#### **.What we offer:**

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

**TO APPLY, please send resume and cover letter to: [Jobopportunities@nyshcr.org](mailto:Jobopportunities@nyshcr.org)**

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