



An Equal Opportunity/Affirmative Action Employer

## **Announcement of Intention to Fill Multiple Job Vacancies**

### **Contract Management Specialist 1, SG-18**

**(Positions may be filled at the trainee level)**

**Location: One Commerce Plaza, Albany**

**Business Unit: Office of Financial Management**

**Negotiating Unit: Professional, Scientific, and Technical (PEF)**

**Please note that a change in negotiating unit may affect your salary, insurance, and other benefits.**

**Salary: \$52,198 (Trainee 1 Level SG-14)**

**\$58,247 (Trainee 2 Level SG-16)**

**\$65,001 – \$82,656 (Journey Level SG-18)**

**Appointment Status: Permanent**

The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services is seeking candidates for Contract Management Specialist 1 positions in the Office of Financial Management. Duties include, but are not limited to, the following:

- Supports the Contract Management Specialist 2;
- Reviews proposed contracts for fiscal and programmatic correctness, adherence to State policy, compatibility with agency programs and goals, availability of funds, and appropriateness of rates;
- Conducts cost evaluations and prepares or assists with the preparation of cost evaluation reports;
- Prepares preliminary reports and recommendations to approve or reject contracts;
- Reviews procurement records to ensure adherence to all applicable laws, rules, and regulations and ensure proposed contracts represent the best value to New York State;
- Analyzes and tracks Minority and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) contract goals; drafts comprehensive program reports, components of reports, or report summaries;
- Resolves problems identified by agency staff or vendors with the contract, RFPs, IFBs, RFQ's, RFI's, RFA's, Sole/Single Source Procurements, or other related financial documents;
- Drafts appropriate bid documents to ensure adherence to applicable rules, regulations and guidelines, and fiscal objectives; drafts written responses to interested parties on contract awards and contract status;
- Provides guidance, technical assistance, and training to agency staff and/or potential bidder(s) to facilitate the contract and procurement processes, ensuring all control requirements are met;
- Provides guidance to agency staff on the evaluation and selection process for various procurement methodologies to help prevent bid protests by unsuccessful bidders and evaluates bids and works with program to determine recommended awardee;
- Ensures accurate execution of all documents needed for the procurement record;
- Reviews contractor performance, including price adjustments, amendments, contract interpretation and contract compliance issues;
- Reviews budget modifications and contract amendments to determine the impact on the contract and to ensure continued compliance with applicable regulations;
- Drafts proposed model contracts to be used by the agency as a guideline for excellence in procurement methodology;
- Recommends improvements to contract management related office policies and procedures; and
- Develops solicitation documents such as scope of work, mandatory requirements, qualifications, and contract evaluation.

**Appointment method:**

**Minimum Qualifications:**

**Trainee 1:** A bachelor's or higher degree.

**Trainee 2:** A bachelor's degree and one year of professional experience managing contracts and related budgets including one or more of the following areas: negotiation with contractors and vendors; fiscal management, including bidding, payment, analysis, and fiscal reporting; contract development, including developing requests for proposals; contract execution, including securing signatory approval from control agencies; monitoring and review of contract terms.

**Journey Level:** A bachelor's degree and two years of professional experience as described above.

**Substitution:** a Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

**NY HELPS:** This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title maybe filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply (see minimum qualifications above). At this time, agencies may recruit and hire employees by making permanent non-competitive appointments.

At a future date (within one year of appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

**List Appointment:** Candidates must be reachable on the Civil Service eligible list for 00-500010, 26-872010, 50-002010.

**55 b/c Appointment:** Candidates must meet the eligibility requirements of the Governor's Program to Hire Individuals and Veterans with Disabilities as described in Civil Service Law § 55b/c. Information about this program can be found here: <https://www.cs.ny.gov/rp55/>

**Transfer:** Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 70.1 or 52.6 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmof/>.

*Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.*

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than January 24, 2025** to the email address listed below. Please include the Box # **CMS1-02191** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Please be advised that the New York State Department of Financial Services does not offer sponsorship for employment visas.

Tyler Lebel  
Box # CMS1-02191  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
Email: [recruitment@dfs.ny.gov](mailto:recruitment@dfs.ny.gov)  
Fax: (518) 402-5071

**All candidates that apply may not be scheduled for an interview.**

**Public Service Loan Forgiveness**

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

**AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS**

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

All people with disabilities are encouraged to apply to all jobs for which they meet the minimum qualifications.