



An Equal Opportunity/Affirmative Action Employer

## Announcement of Intention to Fill a Job Vacancy

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### Contract Management Specialist 2, SG-23

**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:** \$84,156 – \$106,454

**Appointment Status:** Permanent

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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 the position of Contract Management Specialist 2 in the Office of Financial Management. Duties include, but are not limited to, the following:

- Supports the Assistant Director Financial Administration;
- Performs reviews of complex contracts for fiscal and programmatic correctness, adherence to State policy, compatibility with agency programs and goals, availability of funds, and appropriateness of rates;
- Conducts the more difficult 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; 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;
- Reviews/approves 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 may develop solicitation documents such as scope of work, mandatory requirements, qualifications, and contract evaluation;
- Reviews independently and recommends approval/disapproval of more difficult RFPs, IFBs, RFQs, RFIs, RFAs, Sole/Single Source Procurements, and other related financial documents;
- Submits procurement documents to the Office of the State Comptroller; performs on-site and central reviews of contract implementation and performance; monitors voucher payment process for assigned contracts;

- Monitors purchasing process; proposes changes to existing program guidelines or assists in the development of new guidelines;
- Participates in the bidder debriefing session; conducts or directs research into prevailing industry trends and prices. and
- Performs the full range of supervisory duties such as performance evaluations, time and attendance and staff training.

**Appointment method:**

**List Appointment:** Candidates must be reachable on the Civil Service eligible list for 31-075010.

**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/cmo/>.

*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 # **CMS2-00517** 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 # - CMS2- 00517  
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.