

Position Title: Construction Program Analyst
Department: Project Financial Administration
Location: Albany, NY
Hiring Rate: \$63,956
Bargaining Unit: CSEA
Posting Date: December 20, 2021

Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions

To apply for this job opportunity:

[Click Here](#)

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Position Description

Position Title:	Construction Program Analyst
Grade/Classification:	4(D1) – Professional I
Bargaining Unit:	CSEA
FLSA Status:	Exempt

Last Revised: December 9, 2021

Primary Purpose

The Construction Program Analyst provides complex and detailed reporting and analysis and oversees administrative program support processes, as required, to the Construction division and various DASNY client programs.

Essential Functions

- Conduct reporting and analysis of client programs including, but not limited to, cash flow projections for client bonding requirements; project expenditure trends including contract expenses and Authority fees; program performance goals and benchmarks; and ad-hoc reports to support division and client needs.
- Oversee and establish standard operating procedures and the execution of administrative processes, including but not limited to, project setup; funding; payment; change orders; scheduling, project close-out; and related procurement activities, as required.
- Plans and assists with the execution of new initiatives and participates in the development of new systems and applications.
- Conduct and supervise management studies of policy issues affecting the delivery of construction services with the objective of improving the efficiency and effectiveness of the studied operations.
- Conduct analyses of program staffing requirements.
- Utilize databases of construction-related information.
- Assist with preparation of unit budget.
- Coordinate activities and projects with other DASNY units within and outside of the Construction Division, and external parties.

Other Duties and Responsibilities

- Assist with the development, documentation, and implementation of procedures.
- Assist with the assessment/development and implementation of internal controls and participate in the review and testing of same.
- Train and evaluate employees.
- Undertake special assignments as directed.
- Must maintain regular attendance in accordance with DASNY attendance and leave policies.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet).

Supervision

Supervision of employees may be required.

Physical/Mental/Visual Demands

Travel may be required using public transportation, DASNY vehicle, rental vehicle or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. May require exposure to weather and temperature extremes, loud noises, heights (climbing ladders, scaffolding, etc.) and

Position Description

work safety hazards (chemicals, fumes, etc.). Must be able to work overtime or extended work hours as needed.

Work Environment

Official station is a standard office environment, including the use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, electronic stapler/hole punch/date stamp, shredder.

Minimum Qualifications

Bachelor's degree plus three years relevant experience or Associate's degree plus six years relevant experience or High School diploma or equivalent plus eight years of DASNY relevant experience

Preferred Qualifications

Bachelor's degree in Business Administration or Public Administration plus three years relevant experience, including one-year supervisory experience. Working knowledge of the building design and construction process. Experience and proficiency in Contract Manager and JD Edwards financial system.

Essential Skills

- Demonstrated analytical and conceptual skills.
- Demonstrated accuracy and attention to detail.
- Demonstrated ability to work independently and exercise sound judgment.
- Excellent oral and written communications skills.
- Strong interpersonal skills.
- Proven proficiency in PC applications such as Outlook, Excel, Access and Word and PowerPoint.