

Position Title: Responsibility Review Analyst
Department: Procurement and Opportunity Programs Group Administration
Location: Albany
Hiring Rate: \$63,956
Bargaining Unit: CSEA
Posting Date: August 11, 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](#)

For further questions please contact: Human Resources

515 Broadway, Albany, NY 12207
518.257.3550 (fax)
Recruiting@DASNY.org (e-mail)

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:	Responsibility Review Analyst
Grade/Classification:	4 (D1) – Professional I
Bargaining Unit:	CSEA
FLSA Status:	Exempt

Last Revised: August 4, 2021

Primary Purpose

The Responsibility Review Analyst performs contractor, consultant, and vendor responsibility reviews in order to assess and address any potential risks DASNY may encounter before a contract or purchase order is awarded.

Essential Functions

- Independently research various information sources and public record databases to collect and analyze adverse information regarding contractors, consultants, and vendors.
- Conduct financial viability assessments.
- Present information and make recommendations regarding responsibility determinations to the Director, Procurement, Chief, Procurement, the Office of Internal Affairs and/or Counsel's Office.
- Support in the resolution of bidding, selection and contract disposition, performance, and termination issues.
- Participate in the maintenance of the boilerplate and related forms.
- Work with Information Services staff in the development, operation and maintenance of computerized monitoring and reporting systems.
- Assist in the development, documentation, implementation, and maintenance of procedures.
- Comply with, and ensure subordinate staff comply with, all federal, New York State, DASNY and Procurement unit regulations, statutes, policies, and procedures.
- Ensure that proper and sufficient documentation of vendor responsibility determinations are maintained in the contract files.
- Identify and apprise management of potential improvement opportunities in the contract award process.
- Identify training opportunities for Procurement staff.

Other Duties and Responsibilities

- Train and evaluate employees.
- May attend and make presentations at Project Management Directors and Chiefs meetings, cross-training sessions, client conferences and the MWBE conference regarding the responsibility review and construction contract award processes.
- 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.
- 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 NYS Office of Information Technology Services. (Standards can be found on the Intranet).

Position Description

Supervision

Supervision of employees may be required.

Physical/Mental/Visual Demands

Occasional travel is required using public transportation, DASNY vehicle, rental vehicle or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Requires complex and time-pressured decision-making. Overtime or extended work hours may be required.

Work Environment

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 related field plus three years relevant experience, including one year supervisory experience. Working knowledge of the building design and construction process. Experience and proficiency in JD Edwards financial management system.

Essential Skills

- Demonstrated analytical and conceptual skills.
- Excellent oral and written communications skills.
- Demonstrated ability to work independently and exercise sound judgment.
- Demonstrated accuracy and attention to detail.
- Excellent presentation skills.
- Proficiency in PC applications such as Outlook, Excel, Access, Word and PowerPoint.
- Strong interpersonal skills.
- High degree of personal integrity.