

**Contract Management Specialist 1 (NY HELPS) OR  
Contract Management Specialist Trainee 1 OR  
Contract Management Specialist Trainee 2**

**Announcement Posted:**

11/20/2024

**Responses must be hand delivered or postmarked by:**

11/30/2024

**Salary Range:**

\$65,001 to \$82,656 (Contract Management Specialist 1); OR  
\$52,198 (Contract Management Specialist Trainee 1); OR  
\$58,247 (Contract Management Specialist Trainee 2)

**Location:**

Division of Budget, Finance and Data Management  
Bureau of Contract Management  
40 North Pearl Street  
Albany, NY 12243

**Grade:**

18/NS

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

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, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

At a future date (within one year of permanent 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 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.

**NON-COMPETITIVE QUALIFICATIONS:**

For Trainee 1: A bachelor's or higher degree

For 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.

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

For the Full Performance Level: A bachelor's degree and two years 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.

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

**OR**

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.careermobilityoffice.cs.ny.gov/gotit/).

#### COMPETITIVE QUALIFICATIONS:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 and 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

**OR**

Reachable on the appropriate eligible list in Albany.

#### **Duties of Position:**

Reporting to a Contract Management Specialist 2, G-23, the Contract Management Specialist 1/Trainee 1 (CMS 1) will be an entry level role in ongoing procurements and contract transactions. Initially, the CMS 1 will be expected to learn New York State procurement laws, regulations, policies and best practices to assist in conducting Request for Proposals (RFPs) and other procurements. Daily utilization of the Statewide Financial System (SFS), to facilitate contract administration, will be required. Ongoing education in how to best use SFS is a must.

Duties may include, but are not limited to, the following activities:

- Ensure that all grant procurements (RFPs, Single and Sole Source for Not-For-Profit entities) support OTDA's mission and conform to OTDA policies, State Finance Law and

OGS procurement guidelines;

- Use SFS to review bids, develop contracts and amendments, create the contract package tool, pre-qualify vendor document vaults, and other contract related activities; initiative must be taken to contact the SFS Help Desk as needed;
- Coordinate the contract approval process;
- Work with State control agencies to obtain approval of procurements and contracts;
- Maximize Minority and Women Owned Business Enterprises (MWBE) and Service Disabled Veteran Owned Businesses (SDVOB) participation in contracts;
- Assist with education of program areas;
- Monitor contracts and RFPs to ensure compliance with MWBE goals;
- Monitor and review contract payments;
- Review contract vouchers to ensure that all contract work submitted for payment is compliant with the contract terms and work with staff in Program, as well as, Finance and Budget to resolve payment issues;
- Review approved spending plans.

## **Conditions of Employment:**

A contingent permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

## **Remarks:**

- **Candidates should reference posting 24-278 when submitting your application.**
- **If submitting electronically, please reference posting 24-278 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.