

MAYOR'S OFFICE OF CONTRACT SERVICES

BUSINESS ANALYST **JOB NUMBER: 00001**

ORGANIZATIONAL PROFILE: The Mayor's Office of Contract Services (MOCS) supports the procurement activities of City agencies, maintains a comprehensive contract information system known as VENDEX, provides online access to public contract information through its Public Access Center, directs the City's procurement reform, fosters contracts with the vendor community, and administers public hearings for contracts, real property, franchises and concessions. Business Analysts (BA) are assigned to work on procurement and sourcing related projects that include, but not limited to: operational improvements and new strategies for information and data sharing.

JOB DESCRIPTION: Under the direction of the Deputy Director and Associate Director, with latitude for independent judgment, the Business Analyst is responsible for developing procurement related standards, templates and tools, and performing these related duties:

- Review and assess pre-solicitation reviews and contract awards, conducting analyses of procurement data and patterns for agencies, and making appropriate recommendations for standardization;
- Develop and manage subject matter knowledge of a portfolio of contracts for services and in the procurement of goods, services and/or construction;
- Elicit, document and validate requirements from the vendor, inter-agency, and/or agency-specific requirements, and translating those requirements into solution designs;
- Compiling and developing project documentation and templates for standard procurements, solicitations and contracts.
- Compile existing content, training materials, and standard templates; performing needs analysis; drafting new materials where needed; testing new materials/templates for usability; and publishing and maintaining tools/templates;
- Act as liaison and providing assistance, guidance and support to the Agency Chief Contracting Officers and other key procurement staff, including telephone discussions and meetings to review and follow-up on individual submissions and/or related procurement issues; and maintaining appropriate records and reports;
- Develop subject matter expertise throughout the project, including anticipated changes in workflow and business rules driven by MOCS policy changes, NYC Council local law changes, NYC administration and agency policy changes, and changes by other regulatory bodies;
- Perform special projects and analyses as assigned, and representing the Office at interagency meetings and preparing relevant reports;
- Review and assess a high volume of complex and diverse procurement submissions of an assigned set of City agencies, including pre-solicitation reviews and contract awards; making appropriate recommendations for approval and/or follow-up actions, and maintaining appropriate records and reports on actions taken and status; and
- Conduct analyses of procurement data and patterns for the assigned set of agencies, and utilizing and updating the Office's automated contract review tracking systems.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- Experience in public policy analysis.
- Experience with formal SDLCs and business analysis methodologies; working knowledge of business analysis documentation standards
- Excellent writing skills
- Experience working on and implementing new e-Procurement technology solutions
- Ability to interact with all levels of management and public.
- Must be able to see tasks through to completion without significant guidance.

THE CENTER OF EXCELLENCE: Procurement Analyst lines are 'Procurement Analyst' positions. The qualification requirements for this position are:

- A baccalaureate degree from an accredited college and 6 months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; or
- An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; or
- A four year high school diploma or its educational equivalent and two and one-half years of experience as described in "1" above; or
- A combination of education and/or experience equivalent to "1", "2" or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and six months of experience as described in "1" above.
- All candidates must have at least one year of experience in administration, research, management, analytical work, and community work or community activities.

SALARY: Commensurate with experience.

TO APPLY: Submit a cover letter and resume: <https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17fed>. In the section, "Position", please insert the "Job Number." This number (which is **00001**) is located directly underneath the Office Title, located on the upper portion of this announcement. Please be advised that your application will only be registered if you have inserted this Job Number.

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers