



## New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

**Civil Service Title:** Administrative Procurement Analyst, Non-Managerial

**Title Code:** 82976

**Division:** Legal

**Salary:** \$63,644-\$73,214 (Annual)

### **Job Description:**

The New York City Employees' Retirement System seeks a Procurement Analyst who will focus on agency procurement matters from within the General Counsel's Office while assisting other Legal staffers with the variety of contracting and other general tasks that fall under the purview of the Legal Division.

The successful candidate for this position will join a lean, dynamic Legal Team with direct responsibility for providing legal support to the General Counsel. The position will provide key support to the Agency Chief Contracting Officer (ACCO) and focus on contracting and procurement issues such as:

- Reviewing procurement and contracting documents, including Requests for Proposals (RFPs), for clarity, sufficiency and compliance with New York City Procurement Policy Board (PPB) Rules.
- Managing tight contracting deadlines by successfully interacting with internal and external partners to resolve issues as they arise and assist in completing contracts and related documents.
- In conjunction with the ACCO, providing advice on procurement and contracting policies and procedures in connection with PPB Rules.
- Aiding the ACCO in problem solving and creating innovative ways to assist internal and external stakeholders on contracting and procurement issues.
- Working to continually improve the procurement process both within the Legal Division and NYCERS.
- Drafting contracts and amendments using various local, state and federal procurement vehicles.

The position requires a keen eye and ability to manage multiple priorities. While this position focuses on procurement and contracting, the successful candidate will be tasked with assisting Legal Division staffers in other areas and will be assigned a variety of other work, including:

- Review and validation of member-generated documents such as powers of attorney, letters of administration, and letters testamentary.
- Communication, both in writing and by phone, with NYCERS clients regarding legal documents.
- Drafting correspondence and memoranda for internal and external audiences.
- Responding to internal information requests from other NYCERS divisions.

This position requires confidence, independent action, initiative, a sense of urgency, and the ability to make decisions and take responsibility for them. A well-suited candidate can react and adjust quickly to changing conditions and come up with practical ideas for dealing with them. Must be a collaborator who is pragmatic and focused.

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is required.**

**NYCERS is an Equal Opportunity Employer**

**Internal candidates must have been rated satisfactory or better on their last annual evaluation.**

**MUST BE PERMANENT IN ADMINISTRATIVE PROCUREMENT ANALYST TITLE.**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER**

**009-24-0044 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES: Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID# 615378**

**ALL OTHER APPLICANTS: [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID# 615378**

**DATED: 11/13/2023**

**POST UNTIL: 11/28/2023**

**NYCERS POSTING NUMBER: 009-24-0044**



**Preferred Skills and Experience:**

- Prior City government contracting experience, or prior governmental contract experience with an entity outside of New York City.
- Knowledge of City government and Procurement Policy Board Rules, including specific procurement methods and related requirements.
- Excellent attention to detail and organization.
- Experience drafting and reviewing procurement documents and contracts.
- Ability to recognize and adjust to change.
- Collaborative nature while remaining action-oriented.
- Proficient in Microsoft Excel & Word.
- Strong oral and written communication skills.
- Ability to troubleshoot issues to keep procurement process moving forward.

**Minimum Qualification Requirements:**

1. A baccalaureate degree from an accredited college and six 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
2. 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
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full time professional experience as described in "1" above; or
4. 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 6 months of the experience described in "1" above.

**SPECIAL NOTES:**

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in "1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.

**Note:**

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

**Note:**

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.