

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6675300

Senior Certification Analyst, Grade 18 6675300
Associate Certification Analyst, Grade 23 6675350

Brief Description of Class Series

Positions in this series review applications by businesses seeking certification as a minority and women-owned business enterprise (MWBE). Certification Analysts inform certified business owners on MWBE program eligibility and certification how to access State agencies, municipalities, and other government agencies for bids and contracts, and maintain a directory of certified MWBEs.

The positions are only classified at the Division of Minority and Women's Business Development within the Department of Economic Development.

Distinguishing Characteristics

Senior Certification Analyst: full performance level; reviews MWBE certification applications for completeness; responds to questions about the MWBE certification program; and performs research activities to support MWBE investigations and audits under the direction of an Associate Certification Analyst.

Associate Certification Analyst: supervisory level; under the general direction of higher-level staff, supervises a MWBE certification unit; and prepares recommendations, written findings, and management reports on the certification program.

Illustrative Duties

Senior Certification Analyst

Analyzes certification applications for conflicting or unclear information and contacts applicants for clarification, as necessary.

Prepares questions and conducts site certification interviews with applicants.

Researches the business relationships of the applicant with bonding companies, banking institutions, credit agencies, contractors, affiliates and clients.

Prepares certification recommendation reports.

Provides certification application files to hearing officers for disapproved applications under appeal.

Updates certification changes reported by individuals and firms.

Responds to post certification inquiries for investigations, certification appeals, business panels, and persons seeking business information assistance.

Associate Certification Analyst

May perform all of the same duties and functions as a Senior Certification Analyst.

Oversees the productivity, work assignments, travel schedules for field visits, and training of certification unit staff.

Recommends new certification program policies and procedures.

Prepares management reports documenting certification program trends and developments.

Reviews certification analysts findings and recommendations for MWBE certification.

Reviews certification denials sent to applicants, and ensures that independent hearing officers receive all material related to certification appeals.

Investigates and develops recommendations on ownership and control issues for MWBE certification.

Assists business development units with outreach and training initiatives associated with the MWBE certification program.

Prepares written reports and recommendations on the status of pending agency decertification proceedings.

Performs the full range of supervisory responsibilities.

Minimum Qualifications

Senior Certification Analyst

Non-competitive: six years of experience in contract compliance, affirmative action, or minority and women's business enterprises, including: planning, developing,

implementing, and reviewing programs dealing with minority business enterprise, affirmative action, minority and women's business program coordination, affirmative action compliance review, or labor relations directly relating to affirmative action; or experience in the development and administration of programs designed to facilitate minority and women's access to employment or business opportunities in the public or private sector. An associate's degree in business, computer science, marketing, math, finance, accounting, economics, public administration, public policy, or a related field, may substitute for two years of experience; or a bachelor's degree in business, computer science, marketing, math, finance, accounting, economics, public administration, public policy, or a related field, may substitute for four years of experience. A J.D. or master's degree in business, computer science, marketing, math, business administration, economics, public administration, public policy, or a related field, may substitute for one additional year of experience.

OR two years of experience as an Assistant Minority Business Specialist or as a Minority Business Specialist 1.

Associate Certification Analyst

Non-competitive: one year of experience as a Senior Certification Analyst OR seven years of experience in contract compliance, affirmative action, or minority and women's business enterprises, including: planning, developing, implementing, and reviewing programs dealing with minority business enterprise, affirmative action, minority and women's business program coordination, affirmative action compliance review, or labor relations directly relating to affirmative action; or experience in the development and administration of programs designed to facilitate minority and women's access to employment or business opportunities in the public or private sector. An associate's degree in business, computer science, marketing, math, finance, accounting, economics, public administration, public policy, or a related field, may substitute for two years of experience; or a bachelor's degree in business, computer science, marketing, math, finance, accounting, economics, public administration, public policy, or a related field, may substitute for four years of experience. A J.D. or master's degree in business, computer science, marketing, math, business administration, economics, public administration, public policy, or a related field, may substitute for one additional year of experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 05/2022

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