



## MAYORS OFFICE OF CONTRACT SVCS

### Job Posting Notice

**Job ID** 531267 **# of Positions** 1

**Business Title** Assistant General Counsel (Energy Policy)

**Civil Service Title** RESEARCH PROJECTS COOR(MA)-MGR

**Title Code No** 0527A **Level** M2

**Title Classification** Pending Classification

**Proposed Salary Range** \$ 75,000.00 - \$ 85,000.00 (Annual)

**Work Location** 255 Greenwich Street

**Division/Work Unit** General Counsel

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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### Job Description

The Mayor's Office of Contract Services (MOCS) is a New York City oversight and service agency that manages procurement citywide, from planning and release of agency solicitations to payment of vendors. Annually, agencies procure billions in products and services from a diverse pool of vendors that represent various industries. MOCS therefore aims to ensure that the procurement process remains fair, transparent, efficient and cost-effective.

MOCS makes it easier to do business through use of end-to-end technology tools, increases transparency by publication of enriched data and hosting public hearings, and strengthens procurement operations by providing direct assistance and resources to all stakeholders. MOCS also partners with agencies and vendors to identify areas for policy reform, resulting in ongoing process improvement to reduce administrative burdens and increase the positive impact of services on communities. The MOCS Director serves as the City Chief Procurement Officer.

MOCS team members operate in a collaborative, service-oriented environment, where flexibility and ability to achieve results are valued. Staff must conduct all duties relevant to their position in their assigned division and demonstrate an advanced level of expertise. This position requires a focus on aligning daily operations to the agency's strategic priorities, engage stakeholders in planning and ensure performance using well-defined success metrics and project management strategies. All staff are expected to deliver timely and quality work products and services, participate in ongoing improvement activities, proactively deepen their knowledge of procurement and government operations, and will use modern technology software and hardware to complete daily duties. This position must collaborate with other team members to implement projects, help to maintain and/or analyze operational data, and interact with external stakeholders.

Under the direction of the General Counsel, with latitude for the exercise of independent judgment, the Assistant General Counsel (Energy Policy) is responsible for assisting with legal and policy projects of the office; providing legal advice to the City Chief Procurement Officer (CCPO) and other MOCS and agency staff. Principal duties and responsibilities are as follows:

- Providing legal advice and analysis to the CCPO, General Counsel, and agency contracting personnel on the City's procurement rules and processes, with a focus on environmental policy and regulations;

- Designing procurement-related compliance policies for Local Law 97 of 2019 – building greenhouse gas emissions;
- Providing legal compliance oversight for Environmentally Preferable Purchasing (EPP) laws and promulgation of new EPP rules and standards;
- Managing compliance with Local Law 112 of 2021 regarding agency purchasing, use, and disposal of textiles;
- Developing agency training materials and guidance regarding environmental purchasing;
- Supporting the work of the MOCS General Counsel Unit, including:
- Providing legal advice on a broad range of procurement-related matters, including but not limited to procurement innovation and vendor integrity information and processes, vendor appeals, FOIL requests and pending legislation;
- Drafting of memoranda of policy and procedure, guidelines for implementation of new legislation, non-responsibility determinations, agency contracts, and public testimony for public hearings;
- Representing the CCPO/MOCS in connection with various interagency task forces, working groups, and the City's Contract Dispute Resolution Board;
- Assisting in the resolution of disputes regarding contract registration issues, vendor protests and audit findings with the Office of the Comptroller; drafting and reviewing responses to audit findings;
- Assisting agencies with compliance with various local laws, rules, and regulations.

**Minimum Qual Requirements**

1. Graduation from an accredited college with a baccalaureate degree; or
2. Graduation from an accredited community college plus two years of experience with administrative, analytic, coordinative, supervisory or liaison responsibilities; or
3. A four-year high school diploma or its educational equivalent plus four years of experience as described in "2" above; or
4. A satisfactory equivalent combination of education and experience.

**Preferred Skills**

1. Admission to the New York State Bar;
2. One year of satisfactory United States legal experience after admission to any state bar; and
3. Experience in the field of environmental law.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

**Additional Information**

To best serve the City we represent, MOCS seeks individuals from a variety of backgrounds who can bring different perspectives to contribute to the work of the office. MOCS also seeks candidates who want to contribute to a work environment that values teamwork, inclusion and respect.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the following notice to see if you may be eligible for programs and how to apply:  
[https://www1.nyc.gov/assets/mocs/downloads/pdf/2022.04.06\\_final\\_SLDNotice\\_CityEmployeesJobApplications.pdf](https://www1.nyc.gov/assets/mocs/downloads/pdf/2022.04.06_final_SLDNotice_CityEmployeesJobApplications.pdf). For additional student loan information, please visit <https://www1.nyc.gov/site/dca/consumers/Student-Loans.page>.

**To Apply**

External Applicants, please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs) and search for Job ID#: 531267.  
 Current City Employees, please go to [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID#: 531267.

Mayor's Office of Contract Services is an equal opportunity employer. Mayor's Office of Contract Services recognizes the unique skills and strengths gained through military service. Veterans and service members of the U.S. Armed Forces are strongly encouraged to apply. Special accommodations provided to applicants with disabilities. Please contact MOCS Disability Service Facilitator at [disabilityaffairs@mocs.nyc.gov](mailto:disabilityaffairs@mocs.nyc.gov) or 212-298-0734 only to request an accommodation. No other phone calls or personal inquiries permitted.

For technical assistance, please use the following supported browsers: Chrome 35 and above, Firefox 24 and above, Internet Explorer 9 and above, and Safari 6 and above. If you encounter any errors, please clear your cache (web browser history). For instructions, please visit [https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?Page=NYC\\_EHIRE\\_HELP\\_FL&Action=U&](https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=NYC_EHIRE_HELP_FL&Action=U&). When navigating this website, you should use only the links and navigational buttons within the pages. Using your web browser's BACK, FORWARD or REFRESH buttons may cause loss of data or lead to unintentional log outs.

**Work Location**

255 Greenwich Street, 9th floor  
New York, NY 10007

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

See DCAS Directive No. 2020-2  
([https://www1.nyc.gov/assets/dcas/downloads/pdf/agencies/directive\\_2020\\_2.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/agencies/directive_2020_2.pdf)) regarding residency requirement during the COVID-19 emergency.

**POSTING DATE** 05/09/2022

**POST UNTIL** Until Filled

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**The City of New York is an Equal Opportunity Employer**