



## MAYORS OFFICE OF CONTRACT SVCS

### Job Posting Notice

Job ID 534083 Business Title Senior Analyst, Risk Management (Performance Evaluations)  
Civil Service Title RESEARCH PROJECTS COOR(MA)-MGR Title Classification Pending Classification  
Career Level Manager Work Location 255 Greenwich Street Division/Work Unit General Counsel  
# of Positions 1 Title Code No 0527A Level M1  
Proposed Salary Range \$ 60,000.00 - \$ 70,000.00 (Annual)

*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.*

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. Senior Analysts may conduct all duties relevant to analysts in their assigned division and demonstrate an advanced level of expertise. Senior analysts assume increased responsibilities and may train and provide ongoing support to other analysts. All MOCS analysts 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. Analysts also 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 Associate Director – Risk Management, the Performance Evaluation Senior Analyst will serve a key role in supporting day-to-day activities of the Performance Evaluation Team using

methods that are consistent with agency policies, City of New York policies, industry standards, and best practices. The Performance Evaluation Team is tasked with administering vendor performance evaluations in the PASSPort system by developing and providing agency training and guidance on performance evaluations, monitoring and supporting agency completion of performance evaluations, providing PASSPort system support, and the strategic implementation of short- and long-term performance evaluation reforms. Responsibilities include but are not limited to:

- Supporting the Performance Evaluation program to facilitate City agencies' performance evaluations of vendors with which they do business in accordance with the New York City Procurement Policy Board Rules and agency policies;
- Project Management for the Performance Evaluation Team regarding initiatives, projects, and goals;
- Running performance evaluation reports; analyzing agency performance evaluation completion rates;
- Communicating with New York City agencies regarding completion and sufficiency of performance evaluations;
- Identifying and submitting tickets regarding system enhancement requests and defect fixes regarding the performance evaluation module in PASSPort;
- Executing system tasks in PASSPort in the performance evaluation module, including cancellations and creating ad hoc performance evaluations;
- Reviewing and approving performance evaluation exemption requests from agencies and communicating with agency staff regarding requests;
- Escalating questions and concerns to supervisors within the General Counsel Unit;
- Documenting tasks in an efficient manner;
- Collaborating with the Performance Evaluation Analyst on tasks, duties, and implementation of policies;
- Developing policies and guidelines for the Performance Evaluation Program; creating guidance materials; and
- Developing and leading trainings for agencies regarding the performance evaluation Process.
- Ongoing professional development to strengthen skills and increase knowledge in relevant areas of procurement, technology, government operations, public policy and people and change management.
- Understand issues affecting relevant stakeholder groups, including but not limited to covered city agencies, Minority and Women-owned Business Enterprises (M/WBEs), nonprofits, etc.
- Special projects, as assigned.

### **Minimum Qual Requirements**

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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**

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Demonstrate competency and/or history of consistent quality performance in the following areas of responsibility.

- Excellent interpersonal skills with proven ability to effectively interact with a wide variety of internal and external stakeholders;
- Ability to work independently and meet deadlines;
- Project Management skills;

- Strong organizational skills with exceptional attention to detail; and
- Excellent oral and written communication skills.

### **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\\_CityEmployeesJobApplicants.pdf](https://www1.nyc.gov/assets/mocs/downloads/pdf/2022.04.06_final_SLDNotice_CityEmployeesJobApplicants.pdf). For additional student loan information, please visit <https://www1.nyc.gov/site/dca/consumers/Student-Loans.page>.

### **To Apply**

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External Applicants, please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs) and search for Job ID#: 534083

Current City Employees, please go to [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID#: 534083.

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\\_EHIR\\_E\\_HELP\\_FL&Action=U&](https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=NYC_EHIR_E_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**

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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.

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.