

## The Governor's Office of Storm Recovery

### Job Posting

**Position Title:** Compliance Officer

#### About Us

The New York State (NYS) Office of Storm Recovery coordinates & implements State programs for Hurricanes Sandy and Irene & Tropical Storm Lee for housing, business, infrastructure & community planning.

Governor Cuomo created the Office of Storm Recovery in June 2013 to centralize recovery and rebuilding efforts in storm-affected municipalities throughout New York State. In close collaboration with local and community leaders in these areas, the Office, under the New York Rising umbrella, is working to respond to communities' most urgent rebuilding needs while also identifying long-term and innovative solutions to strengthen the State's infrastructure and critical systems for the future. New York Rising programs include: 1) the Housing Recovery program, which provides homeowners with assistance for home repairs/rehabilitation, mitigation and elevation, and buyouts; 2) the Small Business program, which includes small business grants of \$50,000 or more and low-interest loans for businesses recovering from the storms; and 3) the Community Reconstruction Program, which provides assistance through a community-driven initiative to develop distinct comprehensive recovery plans which increase resilience and economic development in the regions affected by these three storms.

#### Position Summary

The Compliance Officer assists in ensuring that executed processes of the Governor's Office of Storm Recovery (GOSR) are in compliance with the organization's policies and procedures and all applicable state and federal regulations, including but not limited to U.S. Department of Housing and Urban Development (HUD) regulations relating to Community Development Block Grant (CDBG) Disaster Recovery funds.

#### Responsibilities include, but are not limited to:

- Working closely with the Director of Monitoring and Compliance and the Director of Investigations to manage all monitoring and reporting of GOSR's program functions, including performing risk assessments and monitoring GOSR's, contractors', and subrecipients' compliance with all applicable state and federal regulations.
- Reviewing, auditing, and analyzing the accuracy and effectiveness of GOSR's programmatic and operational systems, including those delegated to contractors, subrecipients, and subcontractors.
- Preparing programmatic and fiscal audit and site visit reports, recommending corrective action, and following up to ensure corrective actions have been implemented.
- Determining appropriate means to address risks and deficiencies identified in programmatic functions and service delivery, including those of contractors, subrecipients, and subcontractors.
- Assisting with facilitation of external audits and regulatory monitoring visits, and responding to state and federal government investigations and queries.
- Working in partnership with GOSR's program, administrative, and operational units.

- Coordinating and providing technical assistance and training on HUD and GOSR requirements and other mandates to GOSR staff and subrecipients.
- Managing and working with consultants to follow through on conducting audits, site visits, reviews, and addressing risks and deficiencies identified in programmatic and operational systems.

### **Qualifications**

- Bachelor's degree in business administration, public administration, accounting, or a similar field or the equivalent work experience required.
- Minimum of three years' experience in a compliance, regulatory, or investigative capacity.
- J.D. and/or educational or professional experience in the legal field, a plus.
- Knowledge and experience with HUD regulations and/or CDBG and/or federally funded disaster recovery work, including applicable statutes, regulations, policies, claim processing, audit and reimbursement principles and procedures is a plus.
- Ability to work in a fast paced start-up environment, including self-initiative, flexibility, and skill in pivoting responsibilities.
- Excellent communication and organizational skills required.
- Demonstrated ability to manage multiple issues simultaneously and problem-solve.
- Successful track record of setting priorities, shaping processes, and executing quickly and effectively.
- Ability to analyze data, regulations and laws, and disseminate information in a readily understandable manner.
- Excellent people skills with an ability to interface with a variety of internal and external stakeholders and agencies.
- Desire to take and provide constructive feedback in the spirit of continued improvement.
- Personal qualities of integrity, credibility, maturity, and confidence a must.

### **If interested:**

All candidates must submit a resume, 3 references, and letter of interest to [StormRecoveryJobs@stormrecovery.ny.gov](mailto:StormRecoveryJobs@stormrecovery.ny.gov). Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.

