

The Governor's Office of Storm Recovery

COMPLIANCE PROGRAM MANAGER

Organization Summary

The New York State Governor's Office of Storm Recovery (GOSR) coordinates and implements New York State's disaster recovery programs in response to damages sustained by Super Storms Sandy, Irene and Lee. GOSR provides funding and grants for housing, small businesses, infrastructure and community planning.

About the Job

As the Compliance Program Manager, you will lead and assist with managing The New York State Governor's Office of Storm Recovery (GOSR) Monitoring & Compliance Department's (MCD) monitoring and compliance activities. In this role, you support the monitoring process by providing oversight of subrecipient, contractor/vendor and GOSR administration monitoring activities including coordination of risk assessments, performing monitoring activities, and documenting and reporting results of monitoring activities, and providing technical assistance. This role will provide coordination with program staff and subrecipient staff to promote subrecipient compliance with federal regulations and subrecipient agreements through site visits, audits, and other applicable mechanisms. This role combines elements of audit, reporting, process building and training.

This role is also charged with hands on management of GOSR's MWBE, Section 3, Fair Housing and all other applicable civil rights statutes requiring compliance and monitoring. S/he also functions as a compliance officer, ensuring that executed processes of GOSR are in compliance with the 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. S/he is responsible for ensuring that the multiple diversity & civil rights programs, staff, and personnel involved in Monitoring and Compliance projects and activities are coordinated and executed in a timely manner.

S/he is also charged with helping contributors to Diversity & Civil Rights projects and activities think through necessary aspects and to proactively track and follow up on assigned duties and tasks. S/he supports the Director of Monitoring and Compliance in the management of diversity and civil rights monitoring and compliance related activities and projects, including but not limited to: 1) assisting in the management and responses to all external and internal inquiries, informational resources and requests; 2) assisting in the implementation, coordination, and management of GOSR's monitoring & compliance plan and strategy; and 3) assisting in the implementation, coordination, and management of GOSR's monitoring & compliance Program. The Compliance Program

Manager works with the entire Monitoring and Compliance staff to push projects and activities forward and also has responsibility for his/her own discrete projects

JOB DUTIES

Duties include, but are not limited to:

- Working closely with the Director, Monitoring and Compliance to develop overall monitoring and compliance strategy for all programs.
- Developing strategy for oversight and management of all monitoring of the GOSR's MWBE, Section 3, Fair Housing and Civil Rights portfolio.
- Developing system and processes for obtaining, reviewing and compiling data related to GOSR's compliance requirements, programs and records.
- Working closely with the Director of Monitoring and Compliance 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 civil rights 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.
- Participate and capture subrecipient monitoring best practices and other MCD related initiatives.
- Assisting with facilitation of external 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 related to civil rights regulations and policies.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Maintains records, prepares reports, and composes correspondence relative to the work.
- Ensures that principles of work are implemented in a team-based environment.

- Plans, coordinates, and/or attends workshops, conferences, hearings, and meetings.
- Supervises the accumulation and analysis of information from the agency and/or community, which may suggest modification to existing or proposed legislation, policies, or procedures.
- Assisting in the execution of the projects by documenting, tracking, and escalating issues through resolution.
- Attending regularly scheduled meetings and help with notes taking and keeping track of action items.

QUALIFICATIONS

- Must be a NY State resident or able to relocate to NYS
- Candidates must possess a Bachelor's Degree in either a Business, Legal, Accounting or a related field. Master's degree preferred.
- Minimum 4 years' related work experience; minimum 3 years' work experience leading or working in a similar role of compliance or project management activities.
- Ability to communicate, negotiate, and advise on matters that are highly complex and sensitive in nature. Ability to communicate effectively with persons on all levels both inside and outside the organization.
- Excellent critical thinking skills and judgment.
- Ability to conduct analyses on a wide variety of monitoring issues; synthesize data and present findings in a cohesive and understandable format.
- Ability to analyze financial documents and processes.
- Ability to read and interpret contractual documents and grants, operating instructions, policies, and procedure manuals.
- Working knowledge of pertinent HUD CDBG-DR and NY State regulations as applicable to projects and programs.
- Ability to work under pressure, manage multiple tasks simultaneously, and meet deadlines.
- Accuracy, attention to detail.
- Very good interpersonal skills. Team player.
- Ability to train others on contractual matters.
- Advanced ability in the use of relevant programs, including Excel, Word PowerPoint, and databases.
- Regulatory experience with HUD or New York State funding highly preferred.
- Experience reviewing regulatory documents and performing assessments of project standards.
- A minimum of two years of management/supervisory experience in a team environment is preferred.
- Demonstrated successful track record of performance.

- Familiar with State and/or federal laws and regulations regarding CDBG or disaster recovery program requirements is desirable.
- Ability to analyze and appraise facts and precedents in making and drafting responses to official federal and state inquiries.
- Ability to work calmly and proficiently under pressure and to adhere to strict deadlines.
- Ability to maintain confidential information and secure information without risk of disclosure to non-essential parties.
- Demonstrated successful track record of performance.
- Ability to communicate, negotiate, and advise on matters that are highly complex and sensitive in nature. Ability to communicate effectively with persons on all levels both inside and outside the organization.
- Excellent critical thinking skills and sound judgment.

If interested:

All candidates must submit a resume, 3 references, and letter of interest to 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.