

EMPLOYMENT ANNOUNCEMENT



TITLE: CONTRACT MANAGEMENT SPECIALIST 1
STATUS: CONTINGENT - PERMANENT
BUREAU: BUDGET AND FISCAL MANAGEMENT
LOCATION: ALBANY
SALARY GRADE (SG): SEE BELOW

We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The Attorney General serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits including paid vacation leave (13+ days per year), sick leave, paid State holidays off, health insurance including vision & dental, entry into the NYS retirement (pension) system, education and training, eligibility for public student loan forgiveness, and job stability with promotional opportunities. Workplace flexibilities include multiple options for employees including telecommuting (up to two days per week) and alternative work schedules. ****Note: Telecommuting/alternative work schedule options to be discussed with supervisor after initial training/onboarding period and will be subject to supervisor/management approval. ****

MINIMUM QUALIFICATIONS

NY HELPS:

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

- **Contract Management Specialist 1** (PEF SG 18, current starting salary \$66,951, job rate \$85,138)

Six years of experience managing contracts and related budgets including one or more of the following areas: negotiation with contractors and vendors; fiscal management, including bidding, payment, analysis, and fiscal reporting; contract development, including developing requests for proposals; contract execution, including securing signatory approval from control agencies; monitoring and review of contract terms.

OR

An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may substitute for five years of experience; and a doctorate may substitute for six years of experience.

- **Contract Management Specialist Trainee 2** (NS Equated to SG 16, current starting salary \$59,994, job rate \$76,359)

Five years of experience managing contracts and related budgets including one or more of the following areas: negotiation with contractors and vendors; fiscal management, including bidding, payment, analysis, and fiscal reporting; contract development, including developing requests for proposals; contract execution, including securing signatory approval from control agencies; monitoring and review of contract terms. Including bidding, payment, analysis, and fiscal reporting; contract development, including developing requests for proposals; contract execution, including securing signatory approval from control agencies; monitoring and review of contract terms.

OR

An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may substitute for five years of experience; and a doctorate may substitute for six years of experience.

- **Contract Management Specialist Trainee 1** (NS Equated to SG 14, current starting salary \$53,764, job rate \$68,630)

Four years of experience managing contracts and related budgets including one or more of the following areas: negotiation with contractors and vendors; fiscal management, including bidding, payment, analysis, and fiscal reporting; contract development, including developing requests for proposals; contract execution, including securing signatory approval from control agencies; monitoring and review of contract terms.

OR

An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may substitute for five years of experience; and a doctorate may substitute for six years of experience.

Successful completion of a two-year traineeship leads to appointment as a Contract Management Specialist 1, SG-18.

OTHER WAYS TO QUALIFY:

Reachable on the Public Administration Trainee Transition (PATT) list.

OR

Eligible for a lateral transfer or eligible for transfer under 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. To determine if your current Civil Service title is eligible for transfer to this title, visit the Career Mobility GOT-IT website.

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, the candidate must be enrolled in the Civil Service 55b/c program and meet the minimum qualifications listed above.

DUTIES

- Reviews and evaluates procurement requests to determine whether a Request for Proposals (RFP) an Invitation for Bids (IFB) or Sole/Single Source procurement is the appropriate method of procurement.
 - Provides guidance to attorneys and administrative staff on the various procurement methodologies assisting staff in achieving their procurement goals in a manner consistent with fiscal and programmatic correctness.
 - Prepares cost estimates, evaluates services, and prepares comparative cost evaluation reports.
 - Ensures that contracts for goods and services adhere to State policy guidelines, agency programs and goals, and ensures that all control requirements are met.
 - Works with staff to resolve changes and additions to procurement.
 - Reviews and evaluates all types and levels of procurements and related financial documents, including contracts and other documents that are complex.
 - Provides technical assistance related to New York State laws, rules, regulations and policies on contract administration to OAG staff.
 - Coordinates and participates with other OAG staff in the preparation of work plans, identifies key deliverables, leads responsibility and benchmarks critical dates. Ensures that all variables meet required standards and deadlines.
 - Reviews, makes recommendations, or prepares draft responses to questions raised by control agencies during procurement and contract approval processes.
 - Evaluates procurement records and contractual service agreements to ensure that all applicable laws, rules and regulations are adhered to, and the proposed procurement represents the “best value” to New York State.
 - Assists in the development, implementation, maintenance, and evaluation of office policies and procedures to monitor, control, and achieve efficiency in contract processing for all procurement activities.
 - Enters purchase orders and contract information into the Statewide Financial System (SFS).
 - Trains new subordinate staff in the procedures and techniques required for effective job performance.
 - Trains both new and experienced subordinate staff on new or revised auditing techniques, laws, rules, regulations, or policies.
 - Performs other duties as assigned.
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HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations depend on the needs of the Bureau and will be communicated during interviews.

ADDITIONAL COMMENTS

For new State employees appointed to graded positions, the annual salary is the hiring rate (beginning of the Salary Range) of the position. Promotion salaries are calculated by the NYS Office of the State Comptroller (OSC) in accordance with NYS Civil Service Law, OSC Payroll rules and regulations, and negotiated union contracts.

The Office of the NYS Attorney General (OAG) cannot provide sponsorship for work authorization. Candidates need to be authorized to work in the United States to be employed by this agency. It is incumbent upon employees to maintain work authorization for the duration of their employment with the OAG.

HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree.

To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to HR.Recruitment@ag.ny.gov. Be sure to include the Vacancy #215232 and Title of the position in the subject heading of your email.

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity. The Office of the NYS Attorney General provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at HR.Recruitment@ag.ny.gov or (518) 776-2500.

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