

CHIEF CLASSIFIED

HELP WANTED



Contracting Officer

About our Agency

The Administration for Children's Services protects and promotes the safety and well-being of New York City's children and families by providing child welfare, juvenile justice, and early care services. Our Children, young people, and families are our priority and we service them with respect, cultural competence, accountability and transparency. Promoting a culture of respect, professionalism and staff development, ACS is committed to supporting all aspects of our agency's workforce.

Job Description

Business Title: Contracting Officer

Civil Service Title: STAFF ANALYST

Division/Work Unit: ACCO Procurement (OGC)

Proposed Salary Range: \$62,470.00 - \$ 71,840.00 (Annual)

THIS POSITION IS ONLY OPEN TO CANDIDATES WHO ARE PERMANENT IN THE CIVIL SERVICE TITLE OF STAFF ANALYST

The Office of Procurement manages the procurement of ACS's contracts for human and non-human services. In conformance with the City's Procurement Policy Board (PPB) Rules and in close consultation with divisional staff, Procurement staff prepare and coordinate RFPs, competitive sealed bids, negotiated acquisitions and small purchases, and shepherd contract awards through the City's multi-step registration process, which includes approval by several internal divisions and external oversight agencies. In addition, Procurement staff process contract renewals, extensions and other amendments.

Under the supervision of the Deputy Agency Chief Contracting Officer (DACCO), and the Assistant Deputy Agency Chief Contracting Officer (ADACCO), the responsibilities of the Contracting Officer will include, but are not limited to:

- Assist in the administration of the competitive procurement process, including issuance of solicitations, pre-proposer conferences, issuance of addenda, receipt and review of proposals to determine responsiveness, request clarifications and quality assurance reviews of submitted evaluations.
- Ensure the timely processing and registration of contract awards by preparing recommendations for awards, requests for contract changes, renewals and extensions.
- Conduct research and gather information from vendors to prepare responsibility determination reports.
- Ensure completion of post-registration archiving activities, such as scanning, printing and filing.
- Ensure all procurement documents are properly prepared and in compliance with the Procurement Policy Board (PPB) rules.
- Coordinate and collaborate with all stakeholders in the procurement process, preparing reports as necessary.
- Perform all procurement functions in the Procurement and Sourcing Solutions Portal (PASSPort) system; the Financial Management System (FMS); and other agency systems.

Preferred Skills

- Outstanding research and writing skills.
- Ability to manage a wide range of projects in a fast-paced environment.
- Ability to handle multiple procurement requests concurrently and on an on-going basis.
- Ability to manage a large workload with tight deadlines.
- Ability to independently track assigned work and follow-up with internal/external stakeholders to ensure completion.
- Knowledge of city systems such as the Procurement and Sourcing Solution Portal (Passport); Financial Management System (FMS) and the Payee Information Portal (PIP).

Experience, Skills & Education

Minimum Qualification Requirements

- A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field; or
- A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation or fiscal management; or in a related area.

Special Note:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

How to Apply:

City Employees: Apply through the Employee Self Service portal (ESS) at www.nyc.gov/ess.
Non-City Employees: <https://a127-jobs.nyc.gov>

Search for **JOB ID# 520268**

Salary range for this position is: \$62,470.00 - \$ 71,840.00 (Annual)

NOTE: Only those candidates under consideration will be contacted.

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.

Immediate Opening: PeopleSoft Senior Project Developer Nassau County IT, Garden City, NY \$90K - \$125K

10 yrs+ Exp. PeopleSoft HR Suite v.9.1 & v.9.2
5+ yrs Exp. People Tools v.8.54 and above
Thorough understanding; App. Engine, PeopleCode, SQL, SQR, XML Publisher,
Crystal, App. Designer, Trace and other dev. Tools.
Strong Oracle and 19c and above database understanding
Excellent Technical Documentation skills
Excellent Customer Service Skills
Strong team leader, self-motivated, business oriented.
Lead initiatives from beginning to end.
County Benefits/Competitive Salary

Interested applicants please contact:
LLaspina@nassaucountyny.gov

Long Island City Non-Profit Seeks Field Supervisor

ACE seeks a full-time field supervisor for its contract services program. The ideal candidate will have a clean and valid New York State Driver's License, experience driving a heavy-duty pick-up truck, and familiarity with the five boroughs. The field supervisor will be responsible for operating ACE's service vehicle, visiting contracted service sites around NYC, providing maintenance and beautification services including plant watering, power washing, snow removal, etc. Experience operating gas-powered machinery (power washer, snow blower, etc.) a plus. Supervisory experience a plus. A commitment to or interest in helping formerly homeless individuals pursue vocational goals a plus. New college graduates welcomed! Retirees welcomed! Job Type: Full-time / hourly Vacation: 3 weeks per year Health Care: Employer sponsored medical plan Salary: \$40,000 ann. (or above for the perfect candidate)

To apply please email a resume and a cover letter to
Jmartin@acenewyork.org.

LEGAL NOTICES

PBTEX Buying LLC filed w/ SSNY on 2/4/22. Office: New York Co. SSNY designated as agent for process & shall mail to: c/o Smith & Shapiro, 116 E 27th St., 3rd Fl, NY, NY 10016. Purpose: any lawful.
031122-4 3/18/22-4/22/22

LEGAL NOTICES

PBTEX LLC filed w/ SSNY on 2/4/22. Office: New York Co. SSNY designated as agent for process & shall mail to: c/o Smith & Shapiro, 116 E 27th St., 3rd Fl, NY, NY 10016. Purpose: any lawful.
031122-3 3/18/22-4/22/22

File No. 2012-1242/A. CITATION. THE PEOPLE OF THE STATE OF NEW YORK BY THE GRACE OF GOD FREE AND INDEPENDENT, TO: the heirs at law, next of kin and distributees of Irvanna Plasencia a/k/a Irvanna D. Plasencia, deceased, if living, and if any of them be dead to their heirs at law, next of kin, distributees, legatees, executors, administrators, assignees and successors in interest whose names are unknown and cannot be ascertained after due diligence; New York State Dept. of Taxation and Finance being persons interested as creditors, legatees, devisees, beneficiaries, distributees or otherwise of the estate of Irvanna Plasencia a/k/a Irvanna D. Plasencia, deceased, who at the time of death resided at 87 Henry Street, #1, Passaic, NJ 07055. A petition having been duly filed by Maria Plasencia, who is domiciled at 87 Henry Street, #1, Passaic, NJ 07055. YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate's Court, New York County at 31 Chambers Street, Room 503, New York, New York on April 29, 2022, at 10:00 a.m. WHY a decree should not be entered disqualifying any person from collecting any percentage of the recovery pursuant to EPTL 4-1.4, that may claim to be decedent's biological father, and distributing the settlement proceeds pursuant to EPTL 4-1.4. Modifying the provisions in the Letters of Administration heretofore issued to your petitioner, restraining the Administrator from compromising or collection upon the aforesaid claim, to permit said compromise; and Dispensing with the filing of a bond; and Allocating the proceeds of the \$250,000.00 settlement of the action 100% for conscious pain and suffering; and Directing payment of the settlement sum and deposit of same into the IOLA account maintained by JAMES GREENBERG, P.C.; and Authorizing the payment from the JAMES GREENBERG, P.C. OLLA account in the following amounts: To: JAMES GREENBERG, P.C. a total of \$82,954.24 representing the legal fee due under the retainer agreement and reimbursement of disbursements; JAMES GREENBERG, P.C. reimbursement of the Surrogate's Court filing fee in the amount of \$625.00; TREASURER, STATE OF NEW JERSEY, in satisfaction of the Medicaid lien asserted against the proceeds, the amount of \$35,869.11. Due to Distributee: MARIA PLASENCIA \$130,551.65. TOTAL \$250,000.00 AND WHY the account of the proceedings of Maria Plasencia as administrator of the estate of Irvanna Plasencia a/k/a Irvanna D. Plasencia, deceased, a copy of which is attached, should not be judicially settled, and WHY the entire settlement should not be considered a settlement for a cause of action for conscious pain and suffering, and WHY upon payments as hereinbefore mentioned the said administrator should not be permitted to execute and deliver general releases and all other necessary papers to the defendant or defendant's insurance company, releasing them from all claims against them arising out of the aforesaid action for conscious pain and suffering, together with any other papers necessary to effectuate the said compromise. DATED, ATTESTED AND SEALED February 28, 2022. HON. RITA MELLA, Surrogate. Diana Sanabria, Chief Clerk. Name of Attorney: James Greenberg, P.C. Address of Attorney: 240 Kent Avenue, Suite B-13, Brooklyn, NY 11429. Telephone Number of Attorney: 917-262-0745. NOTE: This citation is served upon you as required by law. You are not obliged to appear in person. You have a right to have an attorney appear for you. If you fail to appear it will be assumed that you do not object to the relief requested. To all Parties: No in-person appearances shall be made on the return date. If you wish to object to this matter, you may do so in writing in accordance with the annexed New York County Surrogate's Court Notice to Cited Parties. PROOF OF SERVICE MUST BE FILED TWO DAYS PRIOR TO THE RETURN DATE Court Rules 207.7(c). SURROGATE'S COURT OF THE COUNTY OF NEW YORK, MISCELLANEOUS DEPARTMENT - ROOM 507, 31 CHAMBERS STREET, NEW YORK, NY 10007, (646) 386-5001. NOTICE TO CITED PARTIES. You have been served with a citation for a matter that is scheduled to be heard at a New York County Surrogate's Court calendar. Please be advised that, at this time, this court is serving the public and court users primarily through virtual or electronic appearances; in-person appearances are limited at this time. The citation that you have received contains a return date. Please do not appear in the courthouse on that date. The following choices are available to you: - If you do not object to the relief requested, you do not need to contact the court or your lawyer. - If you do object to the relief sought on the citation, you or your lawyer must send a document to the court signed by you or your lawyer indicating that: 1. You object to the relief or you are requesting discovery; OR 2. You are requesting the opportunity to appear remotely (by using Microsoft Teams) or by telephone conference, or in person; OR 3. You are requesting an adjournment to consult with or retain counsel. Your written response must be received by the court three (3) business days before the return date and must include either an email address or telephone number, or both, where you or your lawyer can be reached during business hours. Your communication to the court may be sent by email to: Misc_General@nycourts.gov or by mail addressed to the Miscellaneous Department of this court at the address listed above. The attorney for the petitioner must be copied in your communication. If your written communication to the court indicates that you would like to proceed as described in choice number 1 above, your case may be referred to a court attorney-referee for a conference. The case will be adjourned to a future date, if you request the opportunity to appear in person or by electronic means or to consult or retain counsel (choices number 2 and 3). If you do not contact the court by the date on the citation, the record will reflect that you do not object to the relief requested. If an attorney plans to appear on your behalf, he or she must file a Notice of Appearance. This Notice may be filed by mail addressed to the Miscellaneous Department of this court at the address listed above or through the e-filing system (NYSCEF), at www.nycourts.gov/efile. If you have questions about responding to the citation, you may contact the Miscellaneous Department at Misc_General@nycourts.gov. Please note that court staff are prohibited from giving legal advice, but they are available to answer any question about procedure. The Miscellaneous Department of the New York County Surrogate's Court. 030822-10

LEGAL NOTICES

File No.: 2021-756/B. CITATION. THE PEOPLE OF THE STATE OF NEW YORK BY THE GRACE OF GOD, FREE AND INDEPENDENT TO: Wendy Woods, Evelyn Purcell-Gilpin, Jennifer Thomas, Elizabeth Hunt, Anthony Scott, Linda Potter, Louise Tye, Deborah Baxter, Peter Curnock, Jane Curnock, Nigel Curnock, Thomas Pietrantonio, Esq., Attorney General of the State of New York
The unknown distributees, legatees, devisees, heirs at law and assignees of Margaret G. Lamacchia, deceased, or their estates, if any there be, whose names, places of residence and post office addresses are unknown to the petitioner and cannot with due diligence be ascertained. A copy of this citation and the accounting, as well as all amendments to it, if any, shall be served on the Guardian Ad Litem, Jane O'Keefe, Esq. Being the persons interested as creditors, legatees, distributees or otherwise in the Estate of Margaret G. Lamacchia, deceased, who at the time of death was a resident of 55-15 Little Neck Parkway, Little Neck, NY 11362, in the County of Queens, State of New York. SEND GREETING: Upon the petition of LOIS M. ROSENBLATT, Public Administrator of Queens County, who maintains her office at 88-11 Sutphin Boulevard, Jamaica, Queens County, New York 11435, as Administrator of the Estate of Margaret G. Lamacchia, deceased, you and each of you are hereby cited to show cause before the Surrogate of the County of Queens, to be held at the Queens General Courthouse, 6th Floor, 88-11 Sutphin Boulevard, Jamaica, City and State of New York, on the 5th day of May, 2022 at 9:30 o'clock in the forenoon, why the Account of Proceedings of the Public Administrator of Queens County, as Administrator of the Estate of said deceased, a copy of which is attached, should not be judicially settled, and why the Surrogate should not fix and allow a reasonable amount of compensation to GERARD J. SWEENEY, ESQ., for legal services rendered to petitioner herein in the amount of \$27,494.90 and that the Court fix the fair and reasonable additional fee for any services to be rendered by GERARD J. SWEENEY, ESQ., hereafter in connection with proceedings on kinship, claims etc., prior to entry of a final Decree on this accounting in the amount of 6% of assets or income collected after the date of the within accounting; and why the Surrogate should not fix and allow an amount equal to one percent on said Schedules of the total assets on Schedules A, A1, and A2 plus any additional monies received subsequent to the date of this account, as the fair and reasonable amount payable to the Office of the Public Administrator for the expenses of said office pursuant to S.C.P.A. §1106(3); and why the Last Will and Testament dated July 9, 2015, copy attached, should not be admitted to Probate; and why the Letters of Administration issued to the Public Administrator should not be revoked; and why Letters of Administration CTA should not be issued to the Public Administrator; and why the net residuary estate should not be paid pursuant to the Last Will and Testament as follows: 100% to Linda Potter. Dated, Attested and Sealed 2nd day of March, 2022. HON. PETER J. KELLY, Surrogate, Queens County. Janet Edwards Tucker, Deputy Clerk of the Surrogate's Court. GERARD J. SWEENEY, ESQ., (718) 459-9000, 1981 Marcus Avenue, Suite 200, Lake Success, New York 11042. NOTICE: THIS CITATION IS SERVED UPON YOU AS REQUIRED BY LAW. AS A RESULT OF THE MEASURES ADOPTED BY THE COURT TO COMBAT THE SPREAD OF COVID-19, PHYSICAL PRESENCE AT THE COURTHOUSE ON THE RETURN DATE IS LIMITED. THEREFORE, IF YOU WISH TO CONTEST THE RELIEF REQUESTED, YOU OR AN ATTORNEY ON YOUR BEHALF, MUST CONTACT THE COURT PRIOR TO THIS DATE IN THE MANNER SET FORTH IN THE ATTACHED NOTICE. IF YOU DO NOT CONTACT THE COURT AS SET FORTH IN THE NOTICE IT WILL BE FOUND YOU CONSENT TO THE RELIEF REQUESTED. Accounting Citation. 030622-9

Notice of Formation of VIRTUAL MEDICAL CARE NY PLLC. Arts. of Org. filed with Secy. of State of NY (SSNY) on 02/25/22. Office location: NY County. Principal office of LLC: 116 E. 27th St., 11th Fl., NY, NY 10016. SSNY designated as agent of LLC upon whom process against it may be served. SSNY shall mail process to: C/O C Corporation System, 28 Liberty St., NY, NY 10005. Purpose: to practice the profession of Medicine. 030822-1 3/18/22-4/22/22

Notice of Formation of TRINITY APARTMENTS OWNER LLC. Arts. of Org. filed with Secy. of State of NY (SSNY) on 02/25/22. Office location: NY County. Principal office of LLC: 116 E. 27th St., 11th Fl., NY, NY 10016. SSNY designated as agent of LLC upon whom process against it may be served. SSNY shall mail process to Corporation Service Co., 80 State St., Albany, NY 12207-2543. Purpose: Real estate development and investment. 030822-5 3/18/22-4/22/22

Notice of Qualification of SUPERCHARGE USA, LLC. Appl. for Auth. filed with Secy. of State of NY (SSNY) on 02/25/22. Office location: NY County. LLC formed in Delaware (DE) on 09/27/21. Princ. office of LLC: 99 Hudson St., 5th Fl., #6074, NY, NY 10013. SSNY designated as agent of LLC upon whom process against it may be served. SSNY shall mail process to Corporation Service Co., 80 State St., Albany, NY 12207-2543, reg. agent upon whom and at which process may be served. DE addr. of LLC: 600 N. King St., Ste. 901, Wilmington, DE 19801. Cert. of Form. filed with Secy. of State, State of DE, Div. of Corps., 401 Federal St., Ste. 4, Dover, DE 19901. Purpose: Any lawful activity. 030822-6 3/18/22-4/22/22

