

**Find information regarding COVID-19.**

ALLEGHENY COUNTY

Job Title: Certification Analyst

Department: Equity & Inclusion

Salary: \$3,023.28- \$3,750 per month maximum

How to Apply: Applications are submitted online until the position is filled and/or the posting is closed. After reviewing this job announcement, please click on the link at the bottom of the page to apply online. **A resume is required with the application.** Further instructions on submission of documents are available in the online application. **A resume may not be substituted for an application.**

**Minimum Requirements:**

An Associate Degree in Business or a related field **AND** one (1) year of related work experience. An equivalent combination of education and experience may be substituted.

Applicants must possess and maintain a valid Pennsylvania Driver's License throughout employment.

It is the policy of Allegheny County that in order to receive a final offer of employment, candidates for positions within the executive branch must provide proof of a Covid-19 vaccination. The prospective employee will need to be fully vaccinated or have at least one shot of a two-shot series before beginning work. Any employee who does not receive and provide proof of the second shot within 30 days will have their probationary employment terminated.

Allegheny County will allow for medical and religious exemptions from the requirements in accordance with state and federal law.

Additionally, it is the policy of Allegheny County that in order to receive a final offer of employment, candidates must successfully pass a background check, which includes verification of Allegheny County Real Estate Tax status, and drug/medical examinations as required for the position. The pre-employment drug screen must be completed within 48 hours of the acceptance of the conditional offer of employment.

**Position Summary:** The Certification Analyst performs analysis and investigative work in the certification process, including the desk and field audits that verifies that businesses meet the criteria set forth in the certification process.

**Duties:**

- Completes reviews and internal audits of certification applications that includes investigative and analysis work
- Performs on-site reviews of applicant businesses for certification
- Uses due diligence to make certification recommendations
- Creates certification reports
- Reviews documentation and performs size analyses for continued certification eligibility
- Manages data in the certification database to ensure accuracy
- Prepares and presents defense of departmental certification decisions
- Attends and hosts meetings, workshops, counseling sessions, and outreach events
- Travels regionally as well as statewide and potentially interstate
- Performs other tasks as assigned

**Knowledge, Skills, and Abilities:**

## Knowledge of:

- Microsoft Office
- Business financial and organizational structures
- Standard business operations
- The basics of contracts

## Skills of:

- Public speaking and presentation

**Ability to:**

- Communicate effectively, both orally and in writing
- Learn the CFR 49 parts 23 and 26 which govern the certification process
- Maintain strict confidential information
- Manage various office duties and prioritize work schedule
- Demonstrate problem-solving skills and exhibit a professional demeanor
- Make sound certification assessments with the familiarity of assets, liabilities, shareholder structure, tax information, and other business-related issues

**Residency:**

Allegheny County within 1 year.

**Veterans' Preference:**

Will be awarded to eligible candidates.

**AN EQUAL OPPORTUNITY EMPLOYER - M/F/V/D**

---

Apply Online