

BENEDICT J. CONBOY
Albany, New York 12203

EDUCATION: **MASTER OF BUSINESS ADMINISTRATION**, May 1992
Russell Sage College, Albany, New York
Major: Human Resource Management

BACCALAUREATE DEGREE,
BUSINESS MANAGEMENT, May 1983
SUNY College of Technology, Utica, New York
Concentrations: Accounting, Computers, Finance

EXPERIENCE:
4/14-2/20

DIRECTOR of VEHICLE FLEET OPERATIONS
NEW YORK STATE OFFICE OF HOMELAND SECURITY

Direct, organize and operate agency vehicle operations, logistic staging areas, and administration under the direction the Deputy Commissioner for Logistics. Operated as the front-line supervisor responsible for ensuring that all agency vehicles are properly maintained for agency personnel to use in fulfilling the agency's missions. Developed the agency's first automated vehicle reservation system, developed the agency's first vehicle assignment assessment, developed the agency's first central receiving/shipping system, produced the agency's first consolidated vehicle procurement request justification, developed the agency's first comprehensive vehicle inventory listing, and developed the agency's vehicle usage policy for the Commissioner's approval.

4/13-4/14

DEPUTY CHIEF OF STAFF
NEW YORK STATE OFFICE OF HOMELAND SECURITY

Operates in direct support of the Chief of Staff and Commissioner, assist the Chief of Staff with Human Resource issues, conducts interviews on behalf of the Chief of Staff as needed. Represents DHSES at the Public Safety Cluster Executive Board (CEB), member of the DHSES Project Review Board, provides executive staff representation as required, assistance with major agency initiatives such as Mutualink Pilot, provides executive staff oversight to the agency's Inventory Management, responsible for the License Event Notification System (LENS), develops draft policies pertaining to the internal operations of DHSES, develops high-level and sensitive correspondences for the Chief of Staff and Commissioner, acts as a liaison to the Chief of Staff during his absence, and assists with the daily supervision of administrative and programmatic employees assigned to the executive staff.

2/12 – 4/13

PROGRAM and PLANNING SECTION SUPERVISOR

**GRANT PROGRAM ADMINISTRATION UNIT
NEW YORK STATE OFFICE OF HOMELAND SECURITY**

Supervise all federal homeland security grant application activities, ensure all multi-year local and state grants programs are executed within federal and state guidelines, assess risk and capabilities formulas for grant funding allocations, ensure local-state-federal integration of grant activities, and provide local sub-grantees and senior agency executives with strategic grant guidance.

9/06 – 2/12

**CRITICAL INFRASTRUCTURE ANALYST
NEW YORK STATE OFFICE OF HOMELAND SECURITY**

Responsible for analyzing security and recovery operations of various infrastructures throughout New York State to include government buildings, agriculture, and defense-based industries and assisting senior state officials in formulating State Homeland Security strategies; also responsible for administration of grant applications of Federal funding for terrorism prevention and attack recovery initiatives by state and local responders.

7/01 – 9/06

**DIRECTOR OF INTERNAL AUDIT
NEW YORK STATE DIVISION OF CRIMINAL JUSTICE
SERVICES**

Supervise Perform internal audits of Probation, Correctional, and Criminal Justice Services to ensure compliance with Federal and State regulations. Audit internal operations for compliance with established internal controls to insure efficient use of resources. Make recommendations to the Commissioner of Audits and Commissioner. Conduct technical assist visits to grantees to prevent reoccurrences of audit findings. Member of the New York State Weapons of Mass Destruction Task Force; advise Executive Director on potential audit issues concerning contracts, personnel, inventory management, and budget. Assist in presenting grants to local government officials; review grant applications and make recommendations for approval; attend training as required. Maintain auditing credentials in accordance with New York State and Federal requirements.

2/99 - 7/01

**DEPUTY DIRECTOR OF BUDGET STUDIES NEW YORK STATE
ASSEMBLY WAYS & MEANS COMMITTEE**

Review, analyze and prepare written budget materials for Assembly Leaders and members pertaining to the budget areas for Health, Higher Education, Mental Hygiene and Human Services State agencies. Prepare recommendations for budget alternatives. Provide technical assistance to Assembly members on budgetary issues.

3/93 - 12/99

**DIRECTOR, DIVISION FOR CHILDREN WITH SPECIAL NEEDS
ALBANY COUNTY HEALTH DEPARTMENT, ALBANY, NEW
YORK**

Direct and supervise all administrative, programmatic, personnel, and fiscal functions for children with special needs programs for ages birth through 21 years old; developed and managed Federal and State grants for approximately \$300,000 per year; oversight of \$16.7 million budget; advise County Commissioner of Health, County Executive, local and state officials as to issues relative to children with disabilities; set public policy when appropriate; develop and implement quality assurance initiatives; public speaking; contract development, procurement, and enforcement; performed numerous Human Resources functions such as recruitment, training, evaluating, Civil Services functions, employee counseling. Design and direct all management information systems; direct all Division human resources matters, strategic planning, and procedural design; manage local area network administrator; design and supervise the division's computer operations.

1/86 - 3/93

DIRECTOR OF CONTRACTS/FISCAL SUPERVISOR

Division for Children with Special Needs
Albany County Department of Health, Albany, New York

PROGRAMMATIC

Administration of \$11 million (annual) programs for disabled infants, toddlers, and preschool children; supervise and direct all administrative, Family Court, and C.P.S.E. staff; liaison to various state and county agencies and professional organizations; supervise all human resource activities for 32 employees; Direct fiscal operations staff and ensure maximum State and Federal reimbursement for \$11 million Preschool and Early Intervention Program expenditures; administer contract development, monitoring and auditing; develop fiscal policies and procedures; negotiate monetary and procedural issues with provider agencies; supervise all transportation functions for over 1300 children; execute bidding of transportation services in conjunction with the county purchasing agent, county attorney, and General Municipal Law 103; manage 118 contracts with providers of service and transportation; construct annual budgets. Designed and implemented management information systems for Handicapped Preschool Programs; analyzed management policies and procedures to determine compliance with law, regulations and departmental policies pertaining to disabled preschool

programs; assisted in formulating disabled preschool education operating budget

1/95 - 7/98

ALBANY CITY SCHOOL BOARD MEMBER

Elected city-wide to two terms to provide oversight and direction to the Albany public school district's \$110 million budget, 1,300 employees, and programs and operations for over 10,000 students.

MILITARY EXPERIENCE

11/10 – 1/18

Lieutenant Colonel, Current Actions Branch, Africa Command Headquarters, Kelley Barracks, Stuttgart, Germany

8/05 - 11/10

Major, Special Operations Command Europe, CIMIC Staff Officer Patch Barracks, Stuttgart, Germany

8/04 - 8/05

Major, US Army Reserves, Baqubah, Iraq, Commander, Civil Military Operations Center
Assess and develop provincial government infrastructure, provided briefing to senior military and State Department officials, oversee all aspects of \$18 million of infrastructure project development and completion, act as Garrison Commander for 125 coalition personnel, develop and refer intelligence, direct compound and convoy force protection operations.
Awards: Bronze Star Medal, Combat Action Badge

9/02 - 8/03

Captain, US Army Reserves, Jalalabad, Afghanistan
Conduct area assessments, nominate and supervise contracts for over 150 wells, 50 schools, and 3 clinics. Disperse humanitarian aid for schools, Hospitals and clinics develop and analyze intelligence, direct mission operations and communications, Supervise force protection measures.
Awards: Bronze Star Medal, Overseas Service Ribbon, National Defense with "M" device

8/79 - 7/90

U.S. NAVAL RESERVES NAVAL CONTROL OF SHIPPING, ITALY STAFF 202 DUTIES: Communication and Navigation
Rank: Signalmen First Class (E6)

7/76 - 7/79

Active Duty: U.S. Navy Active Duty USS Brooke FFG-1