

JOAN A. RAMSEY
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EXPERIENCE:
1994 to 2019

NEW YORK STATE EDUCATION DEPARTMENT

M/WBE COORDINATOR & COMPLIANCE OFFICER

2010 - 2019

- Part of agency management team to implement and monitor M/WBE policy and procedures
- Launched M/WBE program and trained pertinent agency staff on the process
- Developed compliance documentation for electronic reporting
- Prepared State, Federal EEOP and M/WBE reports for the Agency
- Conduct monitoring and compliance review of program offices and contractors to ensure adherence to EEO, M/WBE and AA laws, policies and procedures in state contracting.
- Complete on-site monitoring or compliance review of contractors to identify procedures and to ensure inclusion of minority and women businesses in the state contracting process.

NEW YORK STATE CRIME VICTIMS BOARD

PROGRAM MONITOR, Albany, NY

1999-2010

- Responsible for contract management for over 50 Victim Assistance Programs
- Conduct field-monitoring visits to programs annually – provide training as needed
- Determine if programmatic conditions of contracts are met
- Team developed Request for Proposal (RFP) and offer recommendations
- Ensure VOCA and NYS contract requirements are met and reports
- Prepare written reports regarding all crime victims' program activities

AFFIRMATIVE ACTION OFFICER Albany, NY

1999-2004

- Submit Certified Assurances for the Agency to U.S. Department of Justice
- Prepared Federal EEOP AND State Civil Service reports for the Agency
- Part of agency management team to implement and revise Affirmative Action Plan
- Conduct monitoring and compliance review of agency units to ensure adherence to EEO and AA laws, policies and procedures in staff hiring and promotion.
- Conduct briefings to discuss the purpose and scope of review with executive staff
- Review and identify any networking activities or coordination with community based organizations which represent or advocate on behalf of protected class members

CRIME VICTIMS SPECIALIST, New York, NY

1994-1999

- Conduct investigations of compensation claims filed
- Interview all connected with the claim – claimants, police, medical, counselors
- Prepare narrative reports including final recommendations
- Referred claimants for additional services and assistance

Additional work experiences:

U.S. Treasury Department – Office of the Comptroller, Atlanta, GA
Environmental Protection Agency, Washington, DC

EDUCATION: **SPELMAN COLLEGE, Atlanta, GA**

References available upon request