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Joyceline






Elliot

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BUSINESS ENTERPRISE PROGRAM CONSULTANT

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-  PHOENIX
-  REMOTE OPTIONS
-  DEPT OF ECONOMIC SECURITY
-  Full-time

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DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona.*

*DES works with families, community organizations, advocates and state and federal partners to realize our collective vision: A thriving Arizona.*

*DES serves more than 3 million Arizonans. Our Mission is to strengthen individuals, families, and communities for a better quality of life.*

BUSINESS ENTERPRISE PROGRAM CONSULTANT

Job Location:

Division of Employment and Rehabilitation Services (DERS)  
Rehabilitation Services Administration (RSA)  
3425 East Van Buren, Phoenix, Arizona 85008  
[www.azdes.gov](http://www.azdes.gov)

Posting Details:

Salary: \$23.1517/hourly (\$48,155.53 annually)  
Grade: 19

Closing Date: Open until sufficient resumes are received.

Job Summary:

Would you like to be part of an amazing team that helps Arizonans thrive? At the Department of Economic Security (DES), we strengthen individuals, families, and communities for a better quality of life. DES is looking for individuals that are committed to service, community, and teamwork. To learn more about DES, please visit [des.az.gov](https://des.az.gov); or click on the link [here](#) to view 'Our DES' video. Come join the DES Team!

The Department of Economic Security, Division of Employment and Rehabilitation Services (DERS) strengthens Arizona communities by bridging and minimizing gaps to employment and independence.

DES is seeking an experienced and highly motivated individual to join our team as a Business Enterprise Program Consultant with the Rehabilitation Services Administrator. This position is responsible for exercising considerable discretion and independent judgment to ensure that operators/facilities through the state are managed in accordance with the Arizona health code, food safety standards, and policy requirements. This position is responsible for complying with all program policies and procedures. Conducts evaluations and visitations to ensure Operators comply with all applicable tax and fiscal regulatory rules and codes; all Federal State and local laws; and all safety standards for restaurant and vending equipment.

This position may offer the ability to work remotely, within Arizona, based upon the department's business needs and continual meeting of expected performance measures.

The State of Arizona strives for a work culture that affords employees flexibility, autonomy, and trust. Across our many agencies, boards, commissions, many State employees participate in the State's Remote Work Program and are able to work remotely in their homes, in offices, and in hoteling spaces. All work, including remote work, should be performed within Arizona, unless an exception is properly authorized in advance.

Job Duties:

Essential Duties and Responsibilities include but are not limited to:

- Conduct facility visits and provide ongoing technical assistance to the BEP Operators, while ensuring compliance with all program policies and procedures; tax and fiscal regulatory rules and codes; Federal, State, and local laws; and safety standards for all restaurants and vending equipment.
- Conduct periodic inspections, site audits, and monitor food service and/or vending operations concerning proper management of the operation including health, safety, and fiscal reporting, to assure the health, safety, and welfare of the public, and verify and ensure compliance with Grantor/Operator agreements.
- Provide support and ongoing instruction to BEP Operator to ensure full compliance with all policies, procedures, federal, state, department, and RSA laws; direct, instruct, explain, and counsel Licensed BEP Operators in carrying out a variety of tasks related to the food service and/or vending industry; and monitors remedial training needs of the BEP Operators.
- Document results and achievements of Licensed BEP Operators; evaluate work and formulate annual plans for improvement of work standards, procedures, methods, and rules within assigned food service and/or vending facilities.
- Create all purchase, replacement, and repair requests as needed for good service and/or vending-related equipment; participate in planning for the next budget period by compiling past expenditure figures, and estimating future costs; and develop and maintain project budgets for opening new facilities and upgrading existing facilities.
- Confer with and advise Licensed BEP Operators in the safe operations of various food services and/or vending equipment.
- Conduct the initial Vending Facility Site Survey to determine suitability of potential locations.

- Review, examine, and evaluate reports prepared by Licensed BEP operators; make corrections, adjustments, raise questions, routes back to Operator or approve; and monitor conflict resolution between public and the BEP operator compliance with all policies, procedures, federal, state, department, and RSA laws.

Knowledge, Skills & Abilities (KSAs):

- Knowledge of Federal, State, and local laws pertaining to the Randolph-Sheppard Act, the Business Enterprise Program, purchasing regulations, and contact agreements.
- Knowledge of services program delivery systems in public agencies and all policies and procedures established for the work system.
- Knowledge of nutrition, food preparation, menu construction, portioning, display, food groups, food safety, and satisfying special dietary needs.
- Skills in effective communication, negotiation, counseling, and consulting.
- Skills in effective time management, organizational, business management, and inspection.
- Skills in moderate-level accounting, auditing, and contract management.
- Ability to manage solve problems and make sound decisions.
- Ability to manage and perform multiple tasks.
- Ability to be assertive and diplomatic.

Selective Preference(s):

The ideal candidate for this position will have:

- Experience in the food service and/or vending industry acquired through retail food and/or vending operations at the mid-management level or higher for a period of four years, two years of this experience should be directly associated with the food service and/or vending industry.
- Experience in customer/client focused.
- Experience in fostering teamwork within the department.
- Adhere to the highest level of professional integrity and ethical behavior. Work to update and hone existing skills to keep current with industry standards.

Pre-Employment Requirements:

- Candidate shall have or meet the requirements to obtain prior to their first day of employment, a valid Level One Arizona fingerprint clearance card issued pursuant to Arizona Revised Statute 41-1758.07 in order to work with children and vulnerable adults.
- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.
- All newly hired State employees are subject to and must successfully complete the Electronic Employment Eligibility Verification Program (E-Verify).
- Travel will be required for State business. If this position requires driving or the use of a vehicle as an essential function of the job, then the following requirements apply. Any employee operating a motor vehicle on State business must possess and retain a current, valid class-appropriate driver's license, complete all required training, and successfully pass all necessary driver's license record checks. The license must be current, unexpired, and neither revoked nor suspended.

Employees who drive on State business are subject to driver's license record checks, must maintain acceptable driving records, and must complete all required driver training. An employee who operates a personally owned vehicle on State business shall maintain the statutorily required liability insurance (see Arizona Administrative Code [A.A.C.] R2-10-207.11).

Benefits:

The Arizona Department of Economic Security offers a comprehensive benefits package to include:

- Affordable medical, dental, life, and short-term disability insurance plans
- Participation in the Arizona State Retirement System (ASRS) and long-term disability plans
- 10 paid holidays per year
- Vacation time accrued at 4.00 hours bi-weekly for the first 3 years
- Paid Parental Leave-Up to 12 weeks per year paid leave for newborn or newly-placed foster/adopted child (pilot program).
- Sick time accrued at 3.70 hours bi-weekly
- Deferred compensation plan
- Wellness plans
- Tuition Reimbursement
- Stipend Opportunities
- Infant at Work Program
- Rideshare and Public Transit Subsidy
- Career Advancement & Employee Development Opportunities
- Flexible schedules to create a work/life balance

By providing the option of a full-time or part-time remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive. Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion.

Learn more about the Paid Parental Leave pilot program [here](#). For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

Retirement:

State employees are required to participate in the Arizona State Retirement System (ASRS), the State sponsored retirement contribution plan and the Long-Term Disability (LTD) program after a 27-week waiting period. The ASRS defined benefit plan provides for life-long income upon retirement. You will also have the option to participate in a voluntary deferred compensation program to take advantage of tax-deferred retirement investments.

On, or shortly after, your first day of work you will be provided with additional information about the available insurance plans, enrollment instructions, submission deadlines and effective dates.

Contact Us:

For questions about this career opportunity, please contact Lizbeth Alarcon at (480) 521-0391 or email [LizbethAlarcon@azdes.gov](mailto:LizbethAlarcon@azdes.gov).

The State of Arizona is an Equal Opportunity/Reasonable Accommodation Employer. Persons with a disability may request a

reasonable accommodation such as a sign language interpreter or an alternative format by contacting (480) 521-0391 or emailing [LizbethAlarcon@azdes.gov](mailto:LizbethAlarcon@azdes.gov). Requests should be made as early as possible to allow time to arrange the accommodation.

Search by job title, location, department, category, etc.

SEARCH

JOBS NEAR ME

ARIZONA MANAGEMENT SYSTEM (AMS)

All Arizona state employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results.

State employees are highly engaged, collaborative and embrace a culture of public service.

The State of Arizona is an Equal Opportunity/Reasonable Accommodation Employer.

*If this position requires driving or the use of a vehicle as an essential function of the job to conduct State business, then the following requirements apply: [Driver's License Requirements](#)*



Applicant instructions are available [here](#).

Having trouble applying for a position? Email [hrisservicedesk@azdoa.gov](mailto:hrisservicedesk@azdoa.gov) or call 602-542-4700 for assistance.

If you have questions regarding the information in a job posting, please view the specific job posting for the contact information.