

NEW YORK CITY BUSINESS INTEGRITY COMMISSION

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Staff Analyst

TITLE CODE NO: 10026

OFFICE TITLE: Assistant Commissioner of Policy, Planning, & Operations

SALARY RANGE: \$65,503 - \$162,014

**UNIT/LOCATION: 100 Church Street, 20th Floor
New York, NY 10007**

NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The Business Integrity Commission (“BIC”) has oversight of the private carting industry, wholesalers and businesses operating in the designated public wholesale markets, and shipboard gambling. The Assistant Commissioner of Policy, Planning, and Operations, reporting to the Chief of Staff, is the Agency’s senior level member responsible for agency-wide strategic planning, analytics, and management analysis. This position oversees the daily planning and data-related functions supporting agency work, and will be responsible for guiding the successful integration of new data systems. Specific duties and responsibilities will include but are not limited to:

- Serve as the agency’s principal advisor on research, planning, and management analysis matters. Facilitate development of the Agency’s strategic planning agenda, including making recommendations to the Commissioner and senior management;
- Establish and foster relationships with agency personnel, across various departments and units, to assist in the development and implementation of meaningful performance indicators;
- Ensure the quality, integrity, and timeliness of all data produced;
- Undertake and advance the evaluation of existing agency programs and services, conduct needs assessments, identify effective industry best practices and evidence/outcome based solutions in the development and refinement of program models;
- Support the data and research needs agency-wide;
- Participate in senior management meetings;
- Develop and support interagency collaborations and partnerships to further the agency’s strategic planning agenda;
- Serve as agency representative on planning related matters with City agencies;
- Develop and support research and analytic partnerships with academic and private entities to support the work of the Office and agency;
- Rate and evaluate job performance of subordinates through observations, record keeping, and use of appropriate forms, in order to document the employee’s level of performance.

PREFERRED SKILLS/QUALIFICATIONS:

MPA or master’s degree in a social policy related field is a plus. The candidate must be proficient in Microsoft Word, Excel, and a statistical package equivalent to SPSS or STATA.

QUALIFICATIONS REQUIRED:

1. A master’s degree from an accredited college 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, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel 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. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in “1” above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in “1” above;
3. NYC residency required within 3 months of appointment.

Please submit your resume and writing sample to:

**Human Resources Department
New York City Business Integrity Commission
100 Church Street, 20th Floor
New York, NY 10007
FAX: 212-676-2846
hresources@bic.nyc.gov**

And to:

City employees: <https://a127-ess.nyc.gov/psp/prdcss/?cmd=login>

Non-City candidates: <https://a127-jobs.nyc.gov/>

The City of New York is an Equal Opportunity Employer.

POSTING DATE: 6/19/14

POST UNTIL: 7/8/14

POSTING #: 831-14-086