

NEW YORK CITY BUSINESS INTEGRITY COMMISSION

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate

TITLE CODE NO: 56057

OFFICE TITLE: Policy Analyst

SALARY RANGE: \$33,799 - \$56,249
HIRING RATE: \$50,000

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

NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The Business Integrity Commission (BIC) regulates and monitors the trade waste industry and the wholesalers and businesses operating in the City's public wholesale markets, and ensures the integrity of businesses in these industries. BIC carries out its mandate to make certain that these regulated industries and businesses remain free of organized criminal behavior and protects New York City consumers by ensuring that businesses in certain industries and markets act in an honest way. BIC also has the authority to regulate the shipboard gambling industry.

BIC seeks a Policy Analyst in developing and implementing various legal, operational, and policy priorities of the agency. The successful candidate will have the ability to multitask, who can perform in a complex environment and identify and utilize available resources. The candidate will report directly to the Director of Policy. Responsibilities of the position include, but are not limited to:

- Development and management of special policy projects related to key financial, legal, operational and communications objectives
- Analyzing complex datasets, existing procedures, and working with operational divisions to acquire the necessary information to update current processes for maximum efficiency.
- Organizing, leading and representing the agency in focus groups, inter-agency taskforces, and similar working groups
- Research and production of short briefs on critical policy trends and legal matters consistent with the agency's mandate and using original source material and primary documents.
- Making presentations to the Commissioner and senior staff to report on ongoing and new initiatives.

QUALIFICATIONS:

1. A master's degree from an accredited graduate school in public policy, economics, finance, accounting, business, public administration, 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: administration, policy analysis, budgeting/forecasting, project management, legal research and analysis, accounting, fiscal or economic research, program planning/evaluation, or fiscal management or in a closely related area.
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.

PREFERRED SKILLS:

- Excellent analytical and quantitative skills.
- Problem-solving and critical-thinking abilities.
- Excellent writing, presentation and communication skills.
- Knowledge of city government structure.
- Proven ability to multitask while still meeting set deadlines.

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

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

Appointments are subject to Office of Management and Budget (OMB) approval.

POSTING DATE: 04/08/2015

POST UNTIL: 04/20/2015

POSTING #: 831-15-107

The Business Integrity Commission and the City of New York is an Equal Opportunity Employer.