

## **FULL TIME TEMPORARY POSITION:**

### **Policy Analyst NYC Business Acceleration**

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#### **Agency Description:**

The NYC Business Acceleration assists individuals and small businesses by navigating City agency processes and reducing the time needed to open. NYC Business Acceleration provides client management services, an accelerated plan review process, and coordination of necessary inspections by regulatory agencies. NYC Business Acceleration also engages in research and information dissemination to assist the small business community.

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#### **Job Description:**

The Policy Analyst will support the Executive Director of Policy and Planning on a citywide initiative to reform regulations, policies and processes that impact businesses. This initiative seeks to help businesses by:

- improving services to the underserved
- providing owners with better information about government requirements
- making it easier to comply with government requirements to help owners prevent violations, and
- decreasing the overall burden or costs of opening and operating

Responsibilities will include:

- Independently managing and tracking multi-agency projects from inception to implementation
- Developing plans for implementation of new laws, policies and procedures
- Working with staff of various agencies to analyze and document current policies and processes and develop necessary revisions
- Providing implementation support for projects including problem solving, issue identification and development of documents
- Representing Executive Director with leadership and staff of various partner agencies and organizations
- Conducting data analysis to support program and policy recommendations, including analysis of impact
- Creating quantitative and qualitative reports and presentations for internal and external use
- Developing informational materials for business owners
- Researching best practices and recommendations for new policy
- Organizing events for the purposes of outreach and providing information

#### **Preferred Skills:**

- Proven ability to manage multiple projects, perform under pressure and respond to tight deadlines.
- Excellent strategic thinking, operations, quantitative, problem solving and research abilities.
- Strong interpersonal and written communication skills and attention to detail.
- Highly proficient in MS Excel and PowerPoint. Experience with development of process flows preferred.
- Knowledge of regulatory processes for business is preferred, but not required.

#### **Qualifications:**

1. A master's degree from an accredited college in human resources management, economics, business or public administration, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, social work, human resources development, political science, or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: recruitment, 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.
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

**The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**



## **How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line: Policy Analyst, Business Acceleration to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**This is a temporary position**

**Salary: Commensurate with experience**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment (does not apply to all positions)**

If you do not have access to email, mail your cover letter & resume to:  
NYC Department of Small Business Services  
Human Resources Unit  
110 William Street  
New York, New York 10038