

**NEW YORK CITY TAXI AND LIMOUSINE COMMISSION
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Associate Staff Analyst Level: I
Title Code: 12627 Work Location: 40 Rector Street
New York, N.Y. 10006
Office Title: Policy and Operations Analyst Salary: \$51,396 - \$76,527 (New Hire)
\$59,105 - \$76,527 (Incumbent Rate)
Division/Work Unit: Office of the First Deputy Commissioner/ No. of Positions: 1
Constituent Management

JOB DESCRIPTION

The New York City Taxi and Limousine Commission (TLC) is the City agency responsible for oversight of the for-hire vehicle industries in New York City including yellow medallion taxis, community car services, livery cars, and various other types of vehicles. Combined, TLC regulates industries that are responsible for over 500,000 daily trips, serving over 1,000,000 passengers. Our role is to ensure that each passenger's riding experience is safe, comfortable and convenient.

The Operations and Policy Analyst will join the TLC at an exciting time of transition and growth. Since June 2004, we have hired a host of new staff members who have embarked on a series of service-oriented initiatives and implemented various administrative and operational reforms. The agency expects to continue this trend with several major projects on the horizon including a full-scale assessment and reform of the rules and regulations governing the transportation services provided by our licensees, implementation of technology-based customer service improvements in all 13,000 yellow medallion taxis, and continued innovation of the agency's day-to-day operations.

The TLC is looking for smart, motivated individuals with a passion for public service that can help make all of this happen. The Operations and Policy Analyst will work in the Office of the First Deputy Commissioner. The First Deputy Commissioner is responsible for the day-to-day operations of the TLC and long-range policy and strategic planning. The Analyst will be expected to support our ongoing initiatives, lead agency-wide efforts to implement new projects, and work with the agency's senior staff and various external stakeholders to develop the agency "next steps." Specific responsibilities will include:

- Working with senior and operational staff to identify and implement new agency initiatives.
- Research and provide counsel on transportation and regulatory policy proposals.
- Development, reporting and analysis of performance indicators.
- Oversight and support for upcoming rule and regulations reform project.

QUALIFICATION REQUIREMENTS

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.

PREFERRED SKILLS

- Minimum of 2-3 years experience in a relevant field, preferably local government or other large and complex organizations.
- Ability to analyze legislation and regulations and other actions that impact the TLC.
- Capacity to identify emerging issues and develop effective and creative solutions.
- Effective, clear and persuasive oral and written communications.
- Master Degree in Public Administration or a related field is preferred.

To apply, please submit 2 copies of resume and 2 copies of cover letter to:
NYC Taxi and Limousine Commission
Carmen Rojas
Human Resources Department
40 Rector Street - 5th Floor
New York, New York 10006

Post Date: March 12, 2007	Post Until: April 2, 2007	156-07-18
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer