

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

Civil Service Title:	Associate Staff Analyst	Level:
Title Code:	12627	Work Location: 32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	Operations Support Analyst	Salary: \$51,396 - \$76,527 (New Hire) \$59,105 - \$76,527 (Incumbent)
Division/Work Unit:	Adjudications/Courts Administration	No. of Positions: 1

JOB DESCRIPTION

The New York City Taxi and Limousine Commission (TLC) is the City agency responsible for oversight and regulates the privately owned and operated public transportation network in New York City, which includes yellow taxis, livery cars, luxury limousines, and commuter vans, along with various other types of vehicles. The Administrative Tribunal established pursuant to §2303(c) of the New York City Charter is authorized to process and preside over charges of violations of provisions of the Administrative Code and regulations promulgated thereunder.. We facilitate hearings for violations written by Taxi and Limousine Enforcement and Safety & Emissions Inspectors, NYPD, PAPD and Civilian Complaints.

The Operations Support Analyst will report to the Director of Operations Support & Program and be required, under direction with wide latitude for independent initiative and judgment, to maintain, run and update multiple Microsoft Access front-end applications to create statistics and analyze data from SQL data files. Additional primary responsibilities will be to provide reports to the division directors and monthly CPR performance indicators.

The TLC is looking for intelligent, self motivated individuals with a passion for statistics and a desire to constantly improve the reporting mythology and accuracy of the day-to-day Courts & Courts Administration operations. You will work both independently and with managers to improve the day-to-day operations by the development of reports.

Specific responsibilities will include:

- Maintain and update the numerous applications to include the courts Disposition Program (A Hybrid Access Front-End Application) with the intention of developing newer high end/ Hybrid front-end applications.
- Run productivity and performance internal indicators reports and update CPR spreadsheet in Microsoft Excl.
- Analysis of internal performance indicators and of other data that TLC collects as part of its regulatory mission.
- Oversight and support for special projects.

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 one year 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; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

PREFERRED SKILLS

- Minimum of 2-3 years experience in a relevant field, preferably in municipal government or in another large and complex organization.
- Capacity to identify emerging issues and develop effective and creative solutions.
- Effective, clear, and persuasive oral and written communications.
- Experience with databases, statistical tools, to include Microsoft Access, Excel is required and experience with SQL is helpful.

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: January 3, 2008	Post Until: January 18, 2008	156-08-10
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer