

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

Civil Service Title:	Administrative Staff Analyst NM	Level:	
Title Code:	1002A	Work Location:	33 Beaver Street New York, N.Y. 10004
Office Title:	Systems Implementation Analyst	Salary:	\$56,937 - \$75,000
Division/Work Unit:	Office of Policy	No. of Positions:	1

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**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 and livery cars, black car services, luxury limousines, commuter vans and paratransit services. The TLC licenses and regulates over 50,000 vehicles and approximately 100,000 drivers, performs safety and emissions inspections, and holds number hearings for violations of City and TLC rules and regulations, making it the most active taxi and limousine licensing regulatory agency in the United States. To learn more about the TLC, please visit: [www.nyc.gov/taxi](http://www.nyc.gov/taxi)

The Office of Policy at the NYC Taxi and Limousine Commission is responsible for providing policy guidance and spearheading exciting new initiatives. It works in conjunction with the Office of the Commissioner, the Office of External Affairs, and the various Deputy Commissioners to ensure that the agency meets the goals of the administration and fulfills its mission.

Under the leadership of the Director of Policy, the Systems Implementation Analyst will work as part of a team of analysts to monitor and analyze data from the Taxicab Technology System (T-PEP). Responsibilities may include but are not limited to:

- Working with stakeholders – Participate in meetings and conference calls with T-PEP industry representatives and Passenger Information Monitor (PIM) content producers to resolve issues and provide requested information.
- Project planning and implementation – Develop work plans and timelines for projects; participate in planning and problem-solving sessions and work with key staff and stakeholders to seek feedback on policy ideas and initiatives.
- Overall support – Writing reports, creating PowerPoint, and giving presentations to the Commission, meeting planning and management, and taking an active role in supporting the activities of the agency. Respond to telephone and correspondence requests for information requiring research.

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**PREFERRED SKILLS/QUALIFICATIONS**

Interested candidates should have excellent written and verbal communications skills, effective problem-solving skills, and the ability to prioritize, manage time, and engage in multiple tasks in a fast-paced environment. Candidates should be highly motivated and able to work well independently and as part of a team. Although not required, the successful applicant will likely have one or more of the following academic or professional experiences: urban planning, transportation policy, public administration, public policy, business, economics, statistics, political science, environmental studies, computer science, or a related program. B.A. or B.S. required. Experience with analytical and database software like Excel and Access is strongly desired.

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**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.

**New York City Residency Required Within 90 Days of Appointment**

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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  
33 Beaver Street – 22<sup>nd</sup>  
New York, New York 10004

Post Date: December 6, 2011	Post Until: Filled	JVN: 156-2012-96365
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer