

NEW YORK CITY TAXI AND LIMOUSINE COMMISSION
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Associate Level:
Title Code: 56057 Work Location: 33 Beaver Street
New York, New York 10004
Office Title: Policy Analyst Salary: \$32,321 - \$53,786 (New Hire)
\$37,169 - \$53,786 (Incumbent Rate)
Division/Work Unit: Office of Policy No. of Positions: 1

JOB DESCRIPTION

The New York City Taxi and Limousine Commission (TLC) is the agency responsible for licensing and regulating New York City's yellow taxicabs, for-hire vehicles (community-based liveries and black cars), commuter vans, paratransit vehicles, and certain luxury limousines. The TLC licenses and regulates over 50,000 vehicles and approximately 100,000 drivers, performs safety and emissions inspections, and holds numerous 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

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 supervision of the Director of Policy, the Policy Analyst will participate in transportation policy development, project planning and implementation, perform data analysis, conduct research, write memos and reports, give presentations, and perform other related assignments.

Typical tasks may include:

- Transportation policy development: participate in planning and problem-solving sessions and work with key staff and stakeholders to seek feedback on policy ideas.
 - Project planning and implementation: Develop work plans and timelines for projects; identify milestones; and manage projects to completion.
 - Data analysis, research, and recommendations: Understand trends from complex datasets (including trip sheet information from taxicabs) and perform original research to advise senior staff on a course of action.
 - Overall support: Writing reports and policy memos, 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

Interested candidates should have excellent written and verbal communication 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, or in a related degree program. B.A. or B.S. required. Experience with analytical and database software like Excel and Access is strongly desired.

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;
or
2. Education and/or experience which is equivalent to "1" above.

New York City Residency Required

To apply please submit 2 copies of resume and 2 copies of cover letter to:

NYC Taxi and Limousine Commission
Carmen Rojas
Human Resources Division
33 Beaver Street – 22nd Floor
New York, New York 10004

Post Date: May 21, 2012	Post Until: June 5, 2012	JVN: 156-12-101492
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer