

**City of New York
TAXI & LIMOUSINE COMMISSION
Job Vacancy Notice**

Civil Service Title: ADMINISTRATIVE STAFF ANALYST	Level: M2
Title Code No: 10026	Salary: \$50,610.00-\$80,000.00
Office Title: Chief of Operations for Safety & Emissions	Work location: 24-55 Bklyn Qns Expy Woodside, NY
Division/Work Unit: Safety & Emissions	Number of Positions: 1
Hours/Shift: Full Time	
Job Description	
<p>Under the direction of the Assistant Commissioner for the Safety and Emissions with great latitude for the exercise of independent initiative, action and judgment, is responsible for the total management of the Safety and Emissions Inspection Operation. Areas of responsibility: reviews, analyzes and recommends policy for the enforcement of vehicle inspections and replacements; reviews all inspection-related items and recommends revisions where appropriate; monitors vehicle inspection lane operations and equipment enhancements; recommends enhancements to lanes; develops standards of operating procedures; establishes and enforces programs and standards for inspections of vehicles, and periodically reviews of automotive testing equipment; and, implements policies and procedures for the effective management of Safety & Emissions programs. Plans, develops, directs, and administers personnel, procedural and operational policies; controls and monitors Division resources and manpower to achieve agency, Bureau and Division missions and goals; initiates, monitors, oversees the implementation of management and productivity improvement programs; oversees and reviews inspection, regulatory enforcement practices and proposes, develops and implements new and revised regulations and regulatory inspection programs; coordinates Division initiatives with executive level staff and inter-agency staff. Represents executive management in meetings with representatives of the regulated industries. In the absence of or unavailability of the Assistant Commissioner, is empowered to exercise all authority empowered to the Assistant Commissioner with respect to the Division's programs, personnel, and policies.</p>	
Qualification Requirements	
<p>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</p> <p>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.</p>	

Essential Skills

Extensive knowledge and experience in Motor Vehicles and Vehicle Inspections Systems.
Experience and ability in all areas of program review and administrative management, including employee training and development, resource allocation and optimization, organizational reviews, cost-effectiveness reviews, and the formulation and revision of performance standards, procedures and methods.
Demonstrated ability in computer software use and understanding, including MS products.
Demonstrated ability to initiate, coordinate and implement regulatory reviews and modifications, including development of new regulations to achieve agency and bureau mission and goals.

To Apply:

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

Post Date: 10/29/2008

Post Until: 11/19/2008

JVN: 156-2009-002989

The City of New York is an Equal Opportunity Employer.