

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

Civil Service Title: Staff Analyst Level: I  
Title Code: 12626 Work Location: 40 Rector Street  
New York, New York.  
Office Title: Policy Analyst Salary: \$45,358 - \$61,754 (New Hire)  
\$52,162 - \$61,754 (Incumbent Rate)  
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 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](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 Policy Analyst's responsibilities may include, but are not limited to:

- Project planning and implementation – Participate in planning and problem-solving sessions and work with key staff and stakeholders to implement critical initiatives
  - 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, creating powerpoints, and giving presentations to the Commission, meeting planning and management, and taking an active role in supporting the activities of the agency
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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, master's degree preferred. Experience with analytical and database software like Excel and Access is strongly desired.

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**QUALIFICATION REQUIREMENTS**

- 1) 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, or a closely related field; or
  - 2) Baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: 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, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, or fiscal management, or in a related area.
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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 Division  
40 Rector Street - 5<sup>th</sup> Floor  
New York, New York 10006

Post Date: June 11, 2010	Post Until: June 30, 2010	JVN: <a href="#">156-2010-010783</a>
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer