

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

Civil Service Title: STAFF ANALYST	Level: 02
Title Code No: 12626	Salary: \$52,670.00 (new hire) \$60,571.00-\$67,459.00 (incumbent) Frequency: ANNUAL
Office Title: Special Assistant to the D/C	Work location: 32-02 Queens Blvd. Long Island City, NY
Division/Work Unit: LICENSING DIVISION EXECUTIVE OFFICE	Number of Positions: 1
Hours/Shift: Full Time	Agency Tracking #:
<p>Job Description</p> <p>The TLCs Licensing and Standards Division is responsible for the review and credentialing of all members of TLC-regulated industries. In total, there are 14 different license types with over 145,000 licensees managed by the Division. The Division is responsible for developing and setting applicant standards, evaluating applicants and ensuring that licensees maintain the high standards of conduct established by the TLC. The Division strives to provide a high level of customer and client services for our licensees so they can provide a safe, comfortable and convenient ride for their passengers.</p> <p>The Special Assistant will report directly to the Deputy Commissioner for Licensing and Standards, the Divisions senior manager. The Special Assistant will conduct overall evaluation and analytic work for the TLCs Licensing and Standards Division to assess and improve data collection, data quality, data utility, and data analysis for the purposes of improved management, evaluation of staff productivity, assessment of program impact, and development of management indicators. This Special Assistant will also develop, design and/or update Division databases to ensure proper development of the analytic tools necessary to conduct day to day use. Some examples of typical tasks include:</p> <p>Perform research activities and prepare written reports by collecting information and data of current and historical nature for use in the preparation of executive summary reports. Enter monthly, quarterly, and annual agency performance metrics for Citywide Performance Reporting. Managing the day-to-day aspects of various special projects. Constructing and refining databases for internal use. Assisting the Deputy Commissioner in operational and policy oversight for the Division. Assisting the Divisions Directors with operational and process management and the development of analytic tools to address areas of need and provide for the ability to monitor workload and fundamental key indicators that measure progress.</p>	
<p>Qualification Requirements</p> <p>1) Masters 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.</p> <p style="text-align: center;">New York City Residency Required within 90 Day of Appointment</p>	
<p>Essential Skills</p> <p>Strong technical skills and experience in MS Access data management and analysis, Ability to design or reengineer Access databases, Minimum of 1-3 years experience in a relevant field, preferably local government, Strong analytical, interpersonal and teamwork skills, Ability to adapt to a fluid work environment and changing needs and priorities, Background in implementation of re-engineering or innovation initiatives, Skilled in effective, clear and persuasive oral and written communications, Strong computer and technical skills including but not limited to Word, Excel, PowerPoint, Project and Visio</p>	
<p>To Apply:</p> <p>Please submit 2 copies of resume and 2 copies of cover letter to:</p> <p style="text-align: center;">NYC Taxi and Limousine Commission Carmen Rojas Human Resources Division 40 Rector Street - 5th Floor New York, New York 10006</p>	
Post Date: 10/20/2010	Post Until: 11/10/2010
JVN: 156-2011-81895	

The City of New York is an Equal Opportunity Employer.