

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

Civil Service Title:	Administrative Staff Analyst (Non-Managerial)	Level:	
Title Code:	1002A	Work Location:	32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	Special Assistant to the Deputy Commissioner	Salary:	\$56,168 - \$88,649
Division/Work Unit:	Licensing and Standards Division	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. Combined, the TLC regulates industries that are responsible for over 500,000 daily trips, serving over 1,000,000 passengers. Our role is to ensure that each passenger's riding experience is safe, comfortable and convenient. The TLC's Licensing and Standards Division is responsible for the review and credentialing of all members of TLC-regulated industries ranging from yellow taxi drivers to commuter van base owners. In total, there are 14 different license types with over 170,000 licensees managed by the Division. The Division is responsible for developing and setting applicant standards, accepting and evaluating applicant submissions and ensuring that licensees maintain the high standards of conduct established by the TLC through proactive compliance monitoring of licensing requirements. The Division strives to provide a high level of customer and client services for our licensees so that they can provide a safe, comfortable and convenient ride for their passengers.

The Special Assistant will report directly to the Deputy Commissioner for Licensing and Standards. The Special Assistant will conduct overall evaluation and analytic work for the TLC's 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 the development of management indicators. 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:

- Performing 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.
- Entering 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 Division's 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.

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**PREFERRED SKILLS**

- 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

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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.

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**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: June 15, 2012	Post Until: June 29, 2012	JVN: 156-2012-102150
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer