

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

Civil Service Title: Administrative Staff Analyst (NM) Level:
Title Code: 1002A Work Location: 32-02 Queens Boulevard
LIC, N.Y. 11101
Office Title: Director of Renewals and Compliance Salary: \$ 56,937- \$88,649
Division/Work Unit: Licensing and Standards No. of Positions: 1

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. 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.

Under direction of the Deputy and Assistant Commissioners for Licensing and Standards, with latitude for independent initiative and judgment the successful applicant will perform difficult professional work in the: preparation, analysis, and administration of research projects and studies; preparation and conduct of administrative, procedural and operational studies and analysis concerning the agency's organization and operations; and supervise staff performing such work. Specific responsibilities will include:

- Working with Division supervisory staff to develop tracking and compliance reporting for the purpose of identifying licensees who have not maintained compliance with TLC rules and regulations. This will include the development and maintenance of Access databases that will manage the data and allow for menu driven reports and queries.
- Develop written Directives and systems to track compliance and coordinate with Legal and USB divisions on non-compliance.
- Developing standards for licensure based on changes to rules or environment. Review new and existing rules and tender suggestions on changes and impact on processing.
- Work and coordinate with internal and external organizations on the provision of data in accordance with established protocols.
- Develop new and/or modify existing protocols to meet changes in requirements and process.
- Managing the day-to-day aspects of various special projects and providing guidance to Division staff in planning new or re-engineering initiatives and assessing their overall impact and effectiveness.
- Assist the Deputy and Assistant Commissioner and Senior Division Management in operational and policy oversight.
- Incorporate and control the renewal application process as a segment of compliance monitoring.

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 one year 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; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

New York City Residency within 90 days of appointment

PREFERRED SKILLS

- Minimum of 1-3 years experience in a relevant field, preferably local government.
- Strong interpersonal and teamwork skills with a proven ability to adapt to a fluid work environment and changing needs and priorities.
- Background in implementation of re-engineering or innovation initiatives.
- Strong analytical skills and the ability to communicate effectively, clearly and persuasively both orally and in writing.
- Strong computer and technical skills including but not limited to Word, Excel, Access, PowerPoint, Project and Visio.

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

NYC Taxi and Limousine Commission

Carmen Rojas

Human Resources Department

33 Beaver Street – 22nd Floor

New York, New York 10004

Post Date: September 23, 2011

Post Until: October 7, 2011

JVN: 156-2012-94225

The NYC Taxi and Limousine Commission is an Equal Opportunity Employer