

NEW YORK CITY TAXI AND LIMOUSINE COMMISSION
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Computer Aide Level: II
Title Code: 13620 Work Location: Citywide
Office Title: Data Analyst Salary: \$37,439 - \$55,553 (New Hire)
\$43,055 - \$55,553 (Incumbent)
Division/Work Unit: Uniformed Services Bureau/
Data Analytics Group No. of Positions: 1

JOB DESCRIPTION

The New York City Taxi and Limousine Commission is responsible for regulating all Medallion and "For Hire Vehicles" within the City of New York. TLC (in addition to its mainframe) runs a number of SQL Server and Access databases (in a Windows environment) to both conduct and monitor operations, as well as make policy decisions.

TLC is seeking a Data Analyst with system analysis skills. The candidate would be working on data analysis and reporting, and will have a chance to learn program development. More specifically the selected candidate shall be required to:

- Code, test, and implement data analysis using Microsoft Excel (analysis using Microsoft Access will be taught).
- Design tools to assist in data mining automation and reporting.
- Create user friendly reports for business needs.

PREFERRED SKILLS

- Proficiency with Microsoft Excel.
- A strong ability to independently prioritize competing tasks.
- Good organization and documentation skills.
- Familiarity with Microsoft Access is a plus.

QUALIFICATION REQUIREMENTS

1. A four-year high school diploma or its educational equivalent, plus (a) six months of satisfactory full-time mainframe and/or mini computer operations experience acquired in the past year, or (b) graduation from an approved technical school (approximately 675 hours) with a specialization in mainframe or mini computer operations; or
2. An associate degree or 60 semester credits from an accredited college including or supplemented by 12 semester credits in mainframe and/or mini computer operations; or
3. Education and/or experience equivalent to "1" or "2" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits, from an accredited college, including or supplemented by 6 semester credits in mainframe and/or mini computer operations, for 3 months of experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

To apply please submit two copies of resume and two 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
E-Mail: jobsattlc@tlc.nyc.gov

Post Date: August 28, 2012	Post Until: Filled	JVN: 156-2013-108311
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer