

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

Civil Service Title:	Community Coordinator	Level:	
Title Code:	56058	Work Location:	33 Beaver Street New York, N.Y. 10004
Office Title:	Senior Policy Analyst	Salary:	\$45,615 - \$65,000 (New Hire) \$52,457 - \$65,000 (Incumbent)
Division/Work Unit:	Office of Policy	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. The TLC licenses and regulates over 50,000 vehicles and approximately 100,000 drivers, performs safety and emissions inspections, and holds 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.

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 Senior Research Analyst will perform advanced data analysis, propose new projects, create implementation plans, and write policy memos and reports. The successful candidate will have excellent writing and analytical skills. The Senior Research Analyst will also assist Deputy Commissioners on policy initiatives and engage with external stakeholders. Responsibilities may include but are not limited to:

- Project Management – Develop timelines for implementation; participate in planning and problem-solving sessions with a team of policy analysts; and meet project milestones and deadlines.
- Data Analysis and Research – Perform original research and share key findings from complex datasets. Make policy recommendations to senior staff.
- Stakeholder Outreach – Seek feedback on policy initiatives from external stakeholders.
- Overall support – Write reports, create PowerPoint, and give presentations to the Commission. Take an active role in supporting the activities of the agency. Respond to telephone and correspondence requests for information requiring research.

PREFERRED SKILLS/QUALIFICATIONS

Interested candidates should have excellent written and verbal communications 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, computer science, or a related program. Two years of full-time work experience in a related field or a graduate degree is required. Experience with analytical and database software such as Excel and Access is strongly desired.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

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 Department
33 Beaver Street – 22nd Floor
New York, New York 10004

Post Date: March 23, 2012	Post Until: April 13, 2012	JVN: 156-2012-99860
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer