

**City of New York  
CONSUMER AFFAIRS  
Job Vacancy Notice**

<b>Civil Service Title:</b> COMMUNITY COORDINATOR	<b>Level:</b> 00
<b>Title Code No:</b> 56058	<b>Salary:</b> \$48,895.00 / \$56,229.00* - \$70,000 <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Analyst	<b>Work Location:</b> 42 Broadway, New York, NY
<b>Division/Work Unit:</b> Transit Benefits	<b>Number of Positions:</b> 1
<b>Job ID:</b> 219824	<b>Hours/Shift:</b> 9:00 AM – 5:00 PM

**Job Description**

The Department of Consumer Affairs (DCA) empowers consumers and businesses to ensure a fair and vibrant marketplace. DCA licenses and regulates over 80,000 businesses in 55 different industries, and enforces the Consumer Protection Law and other related business laws in New York City. The agency educates the public and businesses through outreach and partnerships with stakeholders throughout the City. DCA performs onsite inspections of businesses to ensure compliance with license regulations, weights and measures regulations, and the New York City Consumer Protection Law.

Through its Office of Financial Empowerment, DCA assists low-income and immigrant New Yorkers to build assets and make the most of their financial resources by providing free financial counseling at Financial Empowerment Centers across the City, access to mainstream banking, and encouraging Earned Income Tax Credit utilization.

Effective April 1, 2014, under New York City’s Earned Sick Time Act, most employers in New York City will be required to give their employees sick leave. DCA is charged with enforcement of this law. DCA is also responsible for enforcement of New York City’s Transit Benefits law. Pursuant to that law, effective January 1, 2016, certain employers will be required to offer their full-time employees the opportunity to use pre-tax earnings to purchase qualified transportation fringe benefits.

DCA is seeking a results-driven individual to serve as the Transit Benefits Division Analyst. This position will provide support to the Executive Director to ensure businesses comply with the law and, as with all members of the Transit Benefits and Paid Sick Leave Divisions, may be involved in direct outreach to New York City workers and employees.

Responsibilities include, but are not limited to:

- Working in a fast-paced environment where critical thinking and collaboration are highly valued;
- Adhering to established deadlines and producing work exhibiting high standards of quality;
- Performing extensive research and presenting proposed solutions to legal and policy issues;
- Assisting the Transit Benefits investigative and legal teams manage cases efficiently;
- Tracking and analyzing commuter benefit legislation implementation in other jurisdictions to identify trends and emerging issues;
- Providing support to help improve businesses’ compliance with the law;
- Helping with special projects and assignments related to the Transit Benefits and Paid Sick Leave Divisions.

**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 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.

***PLEASE NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.***

### Preferred Skills

- Experience working in NYC government
- Demonstrated excellent verbal, written, interpersonal, analytical, problem-solving and time management skills.
- Demonstrated excellent legal research and writing skills.
- Ability to communicate in a clear, concise manner both verbally and in writing
- Ability to establish rapport and interact effectively with multi-functional teams comprised of attorney and non-attorney staff.
- Ability to effectively manage multiple priorities with competing deadlines.

### To Apply

**For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and type “Consumer Affairs” on the search line. Then locate the Job ID number.

**For Current City Employees:** Visit [Employee Self Service \(ESS\)](#) to view and click on Recruiting Activities, Careers, and search by Job ID number.

***A RESUME AND COVER LETTER ARE REQUIRED.***

***PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.***

***NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

**Post Date:** 10/21/2015

**Post Until:** Filled

**DCA and The City of New York is an Equal Opportunity Employer**