

**City of New York  
BUSINESS INTEGRITY COMMISSION  
Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> M8	
<b>Title Code No:</b> 10026	<b>Salary:</b> \$98,234-\$212,614	
<b>Office Title:</b> Chief of Staff	<b>Work location:</b> 100 Church St., N.Y. 10007	
<b><u>Job Description</u></b>		
<p>The Business Integrity Commission seeks to hire a Chief of Staff. With wide latitude for independent judgment and decision-making, and reporting directly to the Commissioner, the Chief of Staff's duties and responsibilities will include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Ensure that the operational goals of the agency are carried out, follow up on assignments, and develop draft policy positions and procedures.</li> <li>• Represent the Commissioner, acting as liaison, at meetings with agency management, The Mayor's Office and other governmental agencies including serving on inter-agency committees. Serve as liaison on inter-governmental and budget matters.</li> <li>• Revise program plans and proposals submitted to the Commissioner, with a special concern for consistency with agency policy goals.</li> <li>• Prepare agenda, brief Commissioner for meetings and conferences. Accompany the Commissioner in meetings.</li> <li>• Assist in the supervision of the staff and the operations of the agency, attend to administrative and confidential details.</li> <li>• Plan, coordinate and conduct special agency projects on an as needed basis.</li> </ul>		
<b><u>Preferred Skills</u></b>		
<ul style="list-style-type: none"> <li>• Excellent analytical, negotiation, communication and problem-solving skills.</li> <li>• Ability to organize, delegate and establish meaningful goals; establish effective working relationships with employees and the public.</li> <li>• Must have strong interpersonal skills, leadership and management skills and experience managing staff.</li> <li>• Ability to communicate effectively both orally and in writing.</li> <li>• Committed to maintaining strict confidentiality on highly sensitive matters.</li> <li>• Legal experience and background a plus</li> </ul>		
<b><u>Qualification Requirements</u></b>		
<p>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 eight 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. 3 years 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</p> <p>2. A baccalaureate degree from an accredited college and ten years of professional experience in the areas described in "1" above, including the 3 years of executive, managerial, administrative or supervisory experience, as described in "1" above.</p>		
<b>Appointment to this position must comply with the City's residency requirement.</b>		
<b>To Apply:</b>		
<p>Anyone who is interested in applying for this position must submit their resume to:</p> <p style="text-align: center;">Darlene Martinez, Director of Human Resources New York City Business Integrity Commission 100 Church Street - 20th Floor New York, New York 10007 Fax: 212-676-2846 hresources@bic.nyc.gov</p>		
<b>Post Date:</b> 7/22/14	<b>Post Until:</b> 8/4/2014	<b>JVN:</b> 831-14-090

**The City of New York is an Equal Opportunity Employer.**