

Class Concept

This is experienced professional policy development work within an agency. Positions in this class conduct research, analyses, evaluations, and develop agency and state policies, procedures, regulatory and legislative proposals. Positions establish and maintain close contacts with agency management, legislative committees, individual legislators, fiscal research staff, public officials, management from other state agencies, federal agencies, advocates, and stakeholders to assure full communication of ideas, interests, and purposes. The primary responsibilities include developing policies and helping to develop legislation on behalf of the agency, researching and gathering data to clarify issues, analyzing trends, identifying alternatives, and developing recommendations regarding the agency's legislative goals and policies. Positions also review and prepare economic and operational impact assessments, and analyses of existing and proposed local, state, and federal legislation and regulations. Positions in this class function independently under limited supervision. Work is distinguished from the Policy Development Analyst I by working on policy issues of moderate scope and by the level of supervision required. Positions in this class may function as the highest level of policy analyst within an agency.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of policy analysis.
- Considerable knowledge of legislative practices.
- Considerable knowledge of research and evaluation techniques.
- Ability to collect and analyze data and information.
- Ability to conduct and report analyses.
- Ability to conduct independent research.
- Ability to analyze, interpret, and assess the impact of regulations, procedures, and legislative proposals.
- Ability to exercise judgement and discretion in establishing, applying, and interpreting policies and procedures.
- Ability to identify, recognize and resolve problems that are unprecedented and have moderate impact.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to negotiate potentially sensitive issues with key legislators, public officials, and the media.
- Ability to work with diverse groups of people as a liaison.

Minimum Education and Experience

Master's degree related to the program assigned from an appropriately accredited institution; or

Bachelor's degree from an appropriately accredited institution and two years of experience in policy implementation; or an equivalent combination of education and experience.