

Class Concept

This is advanced professional policy development work within an agency. Positions in this class advise on a variety of complex initiatives. Positions may be responsible for planning and executing the agency's policy operations, partnering with appropriate managers and staff to track policy deliverables, develop strategy, and shepherd proposals. Positions conduct in-depth 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, and 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 track legislative and regulatory interests. Positions function independently with limited supervision and may lead matrixed teams throughout the organization, and/or may lead other professional policy development staff. Work is differentiated from the Policy Development Analyst II by functioning as a lead and working on policy issues of broader scope.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of policy analysis.
- Considerable knowledge of state and federal policies related to area of assignment.
- Thorough knowledge of legislative practices.
- Thorough 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 broad 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.
- Ability to lead matrixed teams.
- Ability to plan and execute an agency's policy deliverables

Minimum Education and Experience

Master's degree related to the program assigned from an appropriately accredited institution and two years of experience in policy implementation; or

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