

Class Concept

This is supervisory and managerial work overseeing policy development work within an agency. Positions in this class supervise multiple professional-level policy development positions. Supervision includes organizing the work of the policy unit and reviewing the work of the Policy Development Analysts to ensure it will achieve the agency's policy goals. Positions in this class typically operate with full delegated authority for agency policy operations. Positions are responsible for leading an agency's policy activities, including such activities as setting agency policy goals and implementing policy initiatives; identifying and addressing policy trends at the state and national level that impact the organization; and identifying and building local, state and national partnerships to achieve agency goals. Work is performed independently under limited supervision. Work is differentiated from other policy development roles by the management of professional policy staff and by setting the policy goals for an agency.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of policy analysis.
- Thorough knowledge of state and federal policies related to the 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 and manage staff.
- 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 four years of experience in policy development and implementation; or

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