

### Class Concept

This is entry-level professional policy development work within an agency. Positions in this class coordinate various aspects of the policy development function. Policies developed may be internal to the agency or may impact external stakeholders. Duties performed may include preparation of documents and reports, data collection, consulting with program stakeholders internal and external to the agency, researching the impact of policy and legislative proposals and presenting the results, maintaining and updating agency policy documentation and manuals, and coordinating and participating in special projects. Positions may provide assistance to higher level Policy Development roles such as a Policy Development Analyst II or III or Manager, and work is performed under close supervision. Work is differentiated from the Policy Development Analyst II and III by working on policy issues of narrow scope, supporting a specific policy area or area of an agency; and by the level of supervision required.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Basic knowledge of policy analysis.
- Basic knowledge of legislative practices.
- Basic knowledge of research and evaluation techniques.
- Ability to identify, recognize and resolve problems that have established precedent and limited impact.
- 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 communicate clearly and concisely, both orally and in writing.
- Ability to work with diverse groups of people as a liaison.

#### Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution; or an equivalent combination of education and experience.