

Class Concept

This is policy development work within an agency. The employee conducts analyses, evaluations, and develops agency and state policies, procedures, regulatory and legislative proposals. Employee establishes and maintains close contacts with Department management, legislative committees, individual legislators, fiscal research staff, public officials, management from other state agencies, advocates and stakeholders to assure full communication of ideas, interests and purposes. The primary responsibilities include helping to develop legislation on behalf of the agency, researching and gathering data to clarify issues, identifying alternatives and developing recommendations regarding the agency's legislative goals and policies. Employee must also review and prepare economic and operational impact assessments, and analyses of existing and proposed local, state, and federal legislation and regulations.

Position functions independently and without close supervision.

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 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 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 and one year of experience in policy implementation; or

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