

## **POLICY DEVELOPMENT ANALYST**

### 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.

The position reports to a Senior Special Assistant or Deputy Secretary. It also 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 researches.
- 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 Training and Experience Requirements

Graduation from a four-year college or university and four years of experience in policy implementation or a master's degree related to the program assigned and two years of experience in policy implementation; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

#### Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.