

Specification for Class of

POLICY ANALYST 1

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Assists in the management and conduct of the analysis of policy issues, proposed legislation or other items of special concern to the Governor, Governor's subcabinets or the Director of the Office of Financial Management.

Distinguishing Characteristics: This is the beginning level of the policy analyst series. This level reports to a supervisory policy analyst and has no subordinate staff. It is characterized by closer supervision and review of the work while in progress and upon completion, more frequent assignment of specific sub-tasks in the conduct of issue analysis, and greater emphasis on development of potential ability of the incumbent.

Typical Work

Assists the project leader of a multi-discipline, multi-agency issue project study team organized in behalf of the Governor, the Director of the Office of Financial Management or the chairperson of an executive subcabinet or special task group; assists a supervisory Policy Analyst in an assigned functional specialty group, e.g., Executive Management and Legislative Projects, Education and Special Projects, Employment and Human Service Projects, Environment and Growth Management Projects, and Economy and Energy Projects;

Evaluates proposed State agency departmental legislation, WAC's and proposals to establish task forces, boards or committees to determine potential conflicts with executive policies and strategies; evaluates short- and long-range social, fiscal and political impacts of proposed or enrolled legislative bills and makes recommendations regarding their disposition; evaluates the need for continuation of a given agency or function of State government in carrying out the executive branch responsibilities under the Sunset Act; prepares reports and correspondence related to assigned work;

Monitors proposed or pending changes in federal programs, laws, rules, regulations, eligibility criteria, etc., in terms of potential impacts on State programs, laws and policies; develops a recommended position for the State to take;

Performs other work as required.

Knowledge and Abilities

Knowledge of: principles and practices of management, public administration, management science, social science, organization, planning, communication, evaluation, and operations research; potential uses of automatic data processing as an aid to policy analysis and management.

Ability to: present facts and recommendations in a clear, concise, interesting, effective and logical manner both orally and in writing; establish and maintain effective working relationships with the Governor, agency heads, legislators, legislative and executive branch staffs, representatives of federal, regional, and local governmental units, and private interest groups; understand political realities and the sometimes need to compromise in order to effect a solution to a problem; work in a staff rather than a line responsibility.

Minimum Qualifications

An Associate of Arts degree and completion of four years in the agency's Administrative Trainee program as a policy analyst.

OR

A Master's degree in business administration, public administration, social science, law or related field.

Professional experience at the executive staff level in the management and conduct of the analysis of policy issues and/or proposed legislation may be substituted for the Master's degree on the basis of two years of experience for one year of graduate level education.

New class: 9-14-79