

WASHINGTON STATE DEPARTMENT OF PERSONNEL

11610

Specification for Class of

ADMINISTRATIVE REGULATIONS ANALYST 1
Abolished Effective July 1, 2007

Definition: In Headquarters of the Department of Social and Health Services, analyzes proposed and existing departmental Washington Administrative Code (WAC), program and administrative policies, procedures, numbered memoranda, terminal alerts, client notices, forms, and other issuances for compliance with departmental and legal standards. Provides consultation and written opinion and assists in the development and maintenance of agency-wide administrative systems and manuals.

Within the Department of Labor and Industries analyzes proposed and existing departmental Washington Administrative Code (WAC) for compliance with federal and state procedural requirements. Provides consultation and written opinion and assists in the development and maintenance of Labor and Industries' WAC.

Typical Work

Provides written reviews through established review procedures of agency rules, policies and procedures, manuals, numbered memoranda, terminal alerts, client notices, forms and other issuances prepared for the instruction and guidance of service delivery staff and agency heads to determine the adequacy and extent of conformity with agency administrative standards;

Works throughout all units of the department to conduct comprehensive and constructive reviews of policy material and systems; recommends and provides assistance for changes in policies, procedures and organization to increase department efficiency;

Reviews and comments on the design and development of statewide programs' policies and procedures; recommends revisions as needed to achieve optimum effectiveness;

Develops and prepares Washington Administrative Code notices and orders for filing with the State Code Reviser; arranges public hearings and disseminates information on hearings and hearings content to concerned parties statewide;

Reviews and approves proposed WAC to assure conformance with both Federal and State laws and regulations;

Evaluates to determine whether department issuances meet existing readability standards; composes technical material at any grade level of readability required by audience; provides technical assistance to staff in meeting the departmental readability requirements;

Identifies situations in which the lack of written policy poses a potential threat to the agency;

Performs other work as required.

Knowledge and Abilities

Knowledge of: standard formulas to measure readability level of issuances; principles and techniques of management, planning, communication, forms design, policies and procedures, evaluation and organizational analyses; Federal and State legislative and regulatory processes; confidentiality requirements

of agency; needs, activities, programs and standards of the department; techniques for effective writing of material.

Ability to: communicate effectively orally and in writing; analyze and interpret complex data; think creatively and integrate abstract concepts; present ideas effectively; establish effective working relationships within the department; preserve confidentiality; negotiate and compromise in order to effect a solution to a problem; remain objective.

Minimum Qualifications

A Bachelor's degree

AND

One year of professional, or supervisory, or consultative experience writing or evaluating for compliance with departmental standards and legal requirements.

Additional qualifying experience may be substituted, year for year, for education.

New class: 8-12-88

Revise definition and minimum qualifications: 5-12-00