

Policy and Program Analyst

Job Code	Job Title	Pay Grade
1881C1	Policy and Program Analyst	29

CONCEPT:

This is specialized, professional work in policy or management systems analysis and development, with statewide scope and application. Work involves analyzing statistical, economic, program or administrative data and contributing the planning, consulting, and project leadership necessary to propose and implement organizational change. Involves a multidimensional knowledge of agency programs. Work also includes implementing new management systems in cooperation with operating personnel and may involve the training of professional and technical personnel.

TASKS

- Constructs research models using mathematical and computer techniques to test various policy alternatives before final determinations are made; constructs econometric models; directs the collection of data required to evaluate programs and organizational processes; assists in designing evaluation research by providing major conceptual input.
- Collaborates with agency officials to assist in developing, planning and formulating overall reporting, research and analysis programs which are comprehensive in scope; consults with management and subject matter experts to obtain and contribute data needed to develop or modify plans and programs; develops and maintains working relationships with agency officials to become knowledgeable of key problems and issues.
- Analyzes data on organizational structure, processes, procedures, and computer system capability for the agency or other public entity; prepares written reports of analyses and recommendations; develops written or oral presentations of proposals for system and process changes.
- Provides technical assistance to agency staff in using the results of research, statistical process control (SPC), or problem-solving techniques; assists in developing in-service training for research or SPC service users; coordinates the implementation of new and revised work methods and systems in close cooperation with operating personnel and agency administrators; serves as a project manager; develops plans and criteria to evaluate program progress and results.
- Prepares research reports for use at legislative hearings.
- Testifies before legislative committees regarding findings on the fiscal impact of proposed legislation.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements: Four years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13