

JOB TITLE: Associate Policy Analyst

BU/7

DEPARTMENT: Educational Development, General Government and Public Safety, Human Resources Development, Physical and Economic Development, Strategic Planning, or Program Evaluation and Management Services; Office of Planning and Budget

JOB SUMMARY: This position is responsible for assisting with various management and data analysis tasks. The nature of the work is predicated upon the division assignment.

MAJOR DUTIES:

- o Assists with budgetary analysis of assigned agencies or programs.
- o Assists with management studies and program evaluations as assigned, including conducting interviews, attending meetings, preparing organizational charts and conducting legal and other research.
- o Assists in strategic planning activities.
- o Defines problems or weaknesses for assigned projects.
- o Analyzes data, including identifying and evaluating alternatives and developing recommendations.
- o Assists analysts with the review of agency budget requests.
- o Assists with the review, analysis and monitoring of proposed legislation.
- o Prepares written materials according to prescribed agency formats.
- o Participates in projects to assist the Georgia Occupational Regulation Review Council in assessing the need to regulate various occupations.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of public administration principles and practices.
- o Knowledge of state legislative and budgetary processes.
- o Knowledge of policy analysis techniques.
- o Knowledge of statistical analysis techniques.
- o Skill in decision-making and analytical thinking.
- o Skill in mathematics and statistical analysis.

- o Skill in oral, written and interpersonal communication.
- o Skill in utilizing a personal computer and various spreadsheet and word processing software programs.

SUPERVISORY CONTROLS: The Division Director, Policy Analysis Coordinator, or Management Consulting Coordinator assigns work in terms of general instructions. Work is reviewed in progress and upon completion for compliance with instructions, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include agency policies and procedures, supervisory instructions, and the laws governing the operations of agencies assigned for study. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY: This position consists of varied budgetary, program evaluation, management analyses and research assignments.

SCOPE AND EFFECT: The purpose of this position is to conduct analyses of agency processes as assigned and assist other analysts with their work. Successful performance helps ensure the effective and efficient operation of assigned agencies.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives of agencies, and other agency staff members.

PURPOSE OF CONTACTS: Contacts are typically to exchange or obtain information and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting at a desk. The employee frequently lifts light objects and uses tools or equipment requiring manual dexterity.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/ internship or having had a similar position for one to two years.

OR

- o Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study

related to occupational field.

