

CLASS TITLE: ECONOMIC AND POLICY ANALYST I

Class Code: 02687900

Pay Grade: 30

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for performing professional analysis and research of complex and critical issues impacting the state budget, regulation, or policy structures including, but not limited to, forecasting revenue and budget drivers such as program growth and/or enrollment, evaluating expenditures and investments; to perform cost-benefit analysis and research of a quantitative and qualitative nature used to develop state government policy and programs and evaluate their effect; to determine the impact of legislation proposed by the Governor and/or General Assembly; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received with latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and reports upon completion for results obtained and for conformance to law, rules and regulations, instructions, objectives and departmental policies.

SUPERVISION EXERCISED: Usually none, but interacts with administrative support staff and internal and external colleagues on a regular basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for performing professional analysis and research of complex and critical issues impacting the state budget, regulation, or policy structures, including, but not limited to, forecasting revenue and budget drivers such as program growth and/or enrollment, evaluating expenditures and investments, analyzing the effect of policy and program changes.

To perform cost-benefit analysis and research of a quantitative and qualitative nature used to develop state government policy and programs in the fields of policy and program evaluation and effect.

To provide a high level of expertise in research design, analysis and data needed to examine issues, trends and program evaluations.

To utilize econometric and other statistical methods to analyze and forecast revenue associated items and expenditure drivers and apply data analysis protocols to reach accurate conclusions.

To interpret and apply policies, business practices, federal or state laws and regulations, etc. in performing policy analysis.

To identify, analyze and estimate the impact, including the economic impact through the use of economic models, of changes in policy, business practices, program performance, federal or state laws and regulations, etc. to existing programs or the establishment of new programs.

To estimate the impact on the state budget of program and policy changes and the impact of legislation proposed by the Governor and/or the General Assembly.

To utilize research data in order to make recommendations to policy officials to improve existing programs, combine programs, utilize resources and determine the net impact and feasibility of such proposed changes.

To write policy and position memos, technical reports or other documents based upon research, investigation or analysis.

To present analysis results and make recommendations to policy officials with information necessary to make informed decisions and take appropriate action on specific state program operations, issues and policies.

To develop recommendations designed to improve efficiency and effectiveness.

To attend meetings with appropriate personnel to discuss recommendations and related implementation issues, as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of policy analysis including policy development, coordination, economic analysis, cost-benefit analysis and implementation; a working knowledge of the organizational structures common in government and the functions of departments and agencies therein; a working knowledge of organization and management including public administration, governmental budgeting and program evaluation; a working knowledge of the role of outside interest groups in the formulation of policy; the ability to identify problem areas and to work independently in analyzing and evaluating complex statistical data; the ability to apply logic and analytical techniques to determine underlying principles, reasons, patterns, or facts associated with data and other information to draw conclusions; the ability to establish and maintain effective working relationships with state and municipal officials, superiors, subordinates and the public; the ability to prepare clear and concise objective analyses and recommendations; the ability to use statistical software in performing complex research and preparing conclusions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Masters Degree from a college of recognized standing with specialization in Public or Business Administration, Economics, Statistics, Public Policy, or a closely related field; and

Experience: Such as may have been gained through: performing review and analysis of policies and programs in a governmental, public affairs or business context.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 26, 2015

Class Revised: April 1, 2018