

JUNIOR POLICY ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent supports the Common Council's legislative development and fiscal oversight functions and provides policy analysis for the Common Council. Work assignments are received from the Common Council members and committees and involve responsibility for research and assisting in the review of legislation. Attendance at Common Council caucus and committee meetings may be required. The work is performed under the direction of the leadership of the Common Council, City Clerk and the incumbent will provide support to the Research Counsel to the Common Council.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Collects and analyzes data relative to the performance of government programs and operations, identifying legislative impacts from our state and county partners;
- Recommends new methods, changes in policy, operations and procedures, and other improvements to increase personnel and cost efficiency;
- Identifies, reviews, researches and analyzes policy, financial and budget issues, impacts and relative risks related to proposed council legislation, and executive initiated actions and interests;
- Attends and reports on Common Council committee meetings and caucuses, and drafts committee reports;
- Assists in the creation of meeting notices, agendas, and minutes as needed;
- Works with a wide range of constituency groups in identifying legislative impacts on the City of Albany residents and workforce;
- Works in conjunction with Research Counsel in developing reports that explain findings with the intention of producing sound legislation and prepares written reports and correspondences indicating findings;
- Provides staff support to council standing and ad hoc committees as needed; prepares, assembles and assures timely distribution of briefing materials to interested parties; and prepares and documents options and recommendations for committee action;
- Prepares research papers and statistical and narrative reports;
- Identifies legal questions, refers to legal counsel, and incorporates legal advice and opinions into policy analysis and recommendations to council;
- Addressing constituent-related concerns involving the effective provision of city services;
- Reviews, researches and responds to constituent concerns on a variety of issues;
- Receives, analyzes and replies to a variety of correspondence, usually of a confidential and/or routine matter;
- Builds strong relationships with county delegations, state senators, and assembly members, and other federal partners where appropriate;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles, practices and techniques of public administration;
- Good knowledge of county organization and operations;
- Good knowledge of English, spelling and punctuation;
- Good computer skills, including proficiency with Word, Excel, Microsoft office products and computer research;
- Working knowledge of federal and state grant administration;
- Working knowledge of public finance and budgeting;
- Demonstrated analytical and reasoning skills;
- Thorough communication skills, both verbal and written;
- Proficient in organizational and time-management skills;
- Ability to establish and maintain effective working relationships with city officials, representatives of other governmental agencies and others encountered in the course of work;
- Ability to coordinate studies of government operations;
- Ability to maintain records in a concise and organized manner;
- Ability to manage and prioritize multiple tasks;
- Ability to work independently;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

- A. Graduation from a regionally accredited or New York State college with an Bachelor's Degree (or higher) in Public Administration, Political Science, Public Policy, Business Management, Fiscal Management or a related field; **OR**
- B. Graduation from a regionally accredited or New York State college with an Associate's degree in Public Administration, Political Science, Public Policy, Business Management, Fiscal Management or a related field and two (2) years of experience in state or local government; **OR**
- C. Graduation from high school or possession of an equivalency diploma and four (4) years of experience in state or local government;
- D. An equivalent combination of training and experience defined by the limits of (A) through (C) above.