

RESEARCH ANALYST / POLICY ASSISTANT

JOB PURPOSE AND SUMMARY

The Research Analyst / Policy Assistants within the Board of County Commissioner's Office assist, advise, and represent the Board, as well as individual commissioners, in their management and oversight of nearly all aspects of County government. The work involves significant research, analysis, and development of recommendations, legislative research, and evaluation of policy impacts on the County. Duties typically involve research, analysis, and significant communication with others with whom the Board of Commissioners may interact. Research Analyst / Policy Assistants work closely with departments throughout the County to gather and convey information and follow up on constituent and policy concerns. Incumbents develop recommendations to the Board and executive and departmental staff in the assigned area of expertise.

CLASSIFICATION DISTINCTIONS

Research Analyst / Policy Assistant is a classification limited to use within the Office of the Board of County Commissioners and is considered a professional-level administrative position. Duties typically involve legislative and policy research, policy development, and constituent relations. Supervisory responsibilities are usually limited to a temporary, project leadership role rather than continuing staff supervision.

The Research Analyst / Policy Assistant classification is characterized by more routine assignments, projects of more limited scope and less authority for independent action than the Senior Policy Analyst. At this level, positions require a thorough knowledge of the assigned discipline, procedures, policies and related laws and regulations and experience in relating principles and practices to the resolution of situations.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Represents the County on committees, boards, and other decision-making bodies dealing with policy and service delivery issues.
- Researches and responds to inquiries from the public, staff, or other agencies or branches of government; explores policy issues and frames recommendations on initiatives, policies, or possible Board action.
- Maintains a thorough understanding and working knowledge of County policies and operations in order to explain, promote, and effectively represent the Board to others.
- Develops and maintains effective relationships with others within the County and within the assigned area to maximize effectiveness of research, information gathering, and policy development.

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- Monitors and evaluates the impact to the County of various legislative initiatives, regulations, or trends; develops legislative policy recommendations and initiatives; and prepares legislative reports to the Board and the County Administrator.
- Prepares detailed analyses and reports on areas of research including recommendations and rationales; writes responses to various requests for information, complaints, and concerns.
- Plans, oversees, and carries out projects.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Research Analyst / Policy Assistant requires two to three years of responsible professional experience in a field related to public policy.

Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities will be considered.

Knowledge of: complexities of local government operations; principles and techniques of organizational management and administration; analysis and evaluation of policies, procedures, public information, and service delivery issues; local and state lawmaking processes; research methods and techniques; role of advocacy in local governments; interpersonal and public relations techniques; personal computer applications and usage.

Ability to: write clear and concise reports, memoranda, and letters; analyze problems, identify alternative solutions, project consequences of proposed actions, and formulate recommendations; interpret and explain policies, procedures, laws, and regulations; advocate and promote the policy of the Board; prepare and make oral presentations; utilize various PC applications at an advanced level; develop effective relationships with people of different or opposing goals and philosophies; meet and deal tactfully and effectively with other employees, public and private officials, community groups, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Incumbents typically work in a business setting. Essential tasks involve reading and review of written documents and the use of personal computers and software applications; oral communications both in person and via telephone. Work may involve the incumbent in evening meetings and may also require travel within and outside the county.