Job Posting: 4/17/2020

Application Period: 30 Days or Until Position is Filled

**JOB TITLE:** Policy Analyst

**LOCATION:** Albany

**DEPARTMENT:** Intergov. & Legislative Affairs

**BASIC FUNCTION:** Support the analysis, development, and implementation of New York State economic development-related policies, and assist in the operational implementation of newly enacted State policies, as well as the implementation and management of special projects.

**WORK PERFORMED:**
- **Legislative analysis:** Collect, review, analyze, and prepare briefings that synthesize the implications of executive, legislative, and stakeholder, policy proposals.
- **Policy implementation:** Help draft operational plans, including step-by-step process documents, to inform the full implementation of new agency policies.
- **Project management and support:** Update and maintain documents related to tracking the schedule and status of legislation, policy proposals, and special projects.
- **Interdepartmental and interagency coordination:** Coordinate with other ESD departments and agencies to inform policy proposals, and to conduct policy analysis.

**EDUCATION & REQUIREMENTS:**

- **Education Level:** Bachelor’s degree in public administration, public policy, political science or a related field required. Master’s degree a plus and can substitute for one year experience.
- **Experience and Knowledge:**
  - 3-5 years of relevant full-time professional experience.
  - Knowledge of economic development-related fields such as tax policy, real estate development, economic incentives (loans, grants, tax credits), workforce development, public-private partnerships, research and development, commercialization and/or business marketing.
  - Preferred:
    - Familiarity with New York State government policies and programs and/or experience working within State government or the New York State Legislature.
    - Familiar with green economy issues such as clean energy and climate change mitigation.

  **Competencies Required**
  - **Detail orientation:** Submits an error-free, “zero defect” work products, including on short deadlines and in response to time-sensitive requests.
  - **Critical thinking:** Skilled at providing insightful critiques of policy proposals, identifying unforeseen consequences, proposing remedies to potential issues, and assessing the short-term and long-term impacts of policy decisions, from both an internal and external perspective. Prepares thoughtful and thorough work products that anticipate and address potential questions from management.
  - **Communicating:** Delivers action and results-oriented briefings; communicates in language understandable to intelligent non-experts; summarizes key points efficiently and clearly; prepares professionally written, aesthetically appealing materials suitable for public consumption.
  - **Collaborating:** Builds supportive, trusting relationships with colleagues internally and externally; cultivates a diverse network of colleagues from which to solicit information, feedback and support.
  - **Problem-solving:** Skilled at breaking complex problems into manageable and discrete tasks; willingness to question and revisit the status quo; ability to navigate impediments and competing stakeholder concerns to achieve pragmatic results.

**APPROXIMATE HIRING SALARY:** $58,000 - $63,000 (w/ comprehensive benefits package)

**INQUIRE**
Shawn Bryant – HR Manager - Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete Posting Application and attach a copy of resume

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