

Job Opening

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 and approves 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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