

#



Position Title: Policy Analyst

Statement of Duties

The Policy Analyst will support the Executive Office of Commerce in key activities and initiatives, including meetings and public events and executing prompt, effective follow-up on resulting action items.

Position Functions

The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

- Supporting the Secretary of Commerce in key activities including research, writing, meeting preparation, public event coordination, and execution of prompt, effective follow-up
- Drafting high quality policy memos, analyses, correspondence, and press statements
- Coordinating the development, rollout, and operation of key initiatives