

## Policy & Budget Analyst

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### Statement of Duties

The Policy & Budget Analyst will work with the Secretary of Commerce, the Chief of Staff, and Policy/Budget/Legislative team to assist in creating and evaluating proposed policies and programs.

### 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 preclude them from the position if work is similar, related, or a logical assignment to the position.*

- Conduct research on policies and programs related to economic development.
- Prepare reports and presentations for audiences internal and external to the Commerce Corporation.
- Work closely with staff to inform strategic communications and legislative advocacy efforts.
- Assist in managing projects across Commerce and affiliated agencies.
- Assist with media relations, drafting key messages based on programs and legislation.
- At a significant level of expertise, to undertake special and recurring assignments involving analysis and research of complex and critical issues impacting agency budget, regulation, or policy structures including, but not limited to, evaluating programs, expenditures and investments; with a significant level of latitude and independence, to assess, initiate, and interpret governmental economic factors and policy in order to perform cost-benefit analysis and research of a quantitative and qualitative nature used to develop policy and programs and evaluate their effect; to determine the impact of legislation proposed by the Governor and/or General Assembly.
- To perform other related duties as assigned.

### Knowledges, Skills and Capacities

- A thorough knowledge of the principles and practices of policy analysis including policy development, coordination, economic analysis, cost- benefit analysis and implementation; a thorough knowledge of the organizational structures common in government and the functions of departments and agencies therein; a thorough knowledge of governmental budgeting and program evaluation; a working knowledge of the role of outside interest groups in the formulation of policy; the ability to identify problem areas and to work with great independence in analyzing and evaluating complex statistical data; the ability to apply logic and analytical techniques to determine underlying principles, reasons, patterns, or facts associated with data and other information to draw conclusions; the ability to establish and maintain effective working relationships with state and municipal officials, superiors, and the public; the ability to prepare clear and concise objective analyses and recommendations; the ability to use software in performing complex research and preparing conclusions; and related capacities and abilities.
- To provide expertise in research design, analysis and data needed to examine issues, trends and program evaluations.
- To assist and act in a confidential capacity to managers who formulate, determine and effectuate management policies, program structures, fiscal and budgetary funding and allocations.
- To interpret and apply policies, business practices, federal or state laws and regulations, etc. in performing policy analysis.
- To identify, analyze and estimate the impact, including the economic impact of changes in policy, business practices, program performance, federal or state laws and regulations, etc. to existing

programs or the establishment of new programs.

- To estimate the impact of legislation proposed by the Governor and/or the General Assembly.
- To utilize data/metrics in order to make recommendations to policy officials to improve existing programs, combine programs, utilize resources and determine the net impact and feasibility of such proposed changes.
- To write policy and position memos, technical reports or other documents based upon research, investigation, or analysis.
- To present analysis results and make recommendations to policy officials with information necessary to make informed decisions and take appropriate action on specific program operations, issues and policies.
- To develop recommendations designed to improve efficiency and effectiveness.
- To attend meetings with appropriate personnel to discuss recommendations and related implementation issues, as required.

### Key Competencies

- **Resourcefulness:** Passionately finds ways over, around, or through barriers to success. Achieves results, goes beyond the call of duty. Shows bias for action. A result- oriented “doer.”
- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary and grammar.
- **Goal Setting:** Sets fair stretch goals for self. Encourages individual initiative.
- **Ambition:** Desires to grow in responsibility and authority.
- **Strategic thinking:** The ability to look at the whole picture and understand the impact of each critical piece.

### Supervision Received

- Works under the direction of a superior with latitude for the exercise of initiative and independent judgment in the utilization for professional standards and techniques.

### Supervision Exercised

- May supervise less experienced personnel assigned to assist on a regular project basis and ensures that work products are developed in a qualitative and timely manner.

### Preferred Qualifications

- Bachelor’s degree (preferably in Economics, Public Policy, Public Administration, Political Science or related field.)
- At least one year of substantive professional experience and education related to economic development or public policy, with a strong emphasis on writing, analysis, and communications preferred.
- Ability to work independently and manage multiple projects
- Strong interpersonal skills to work effectively in a team environment

*Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.*

*The Rhode Island Commerce Corporation (the ‘Corporation’) is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.*

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To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ShowJob=587347393>