City of Portland Job Code: 30000461

CLASS SPECIFICATION Senior Policy Analyst

FLSA Status: Exempt

Union Representation: Nonrepresented/Incumbents hired after January 4, 2008 are exempt from Civil Service (Ordinance 181459)

GENERAL PURPOSE

Under general policy direction, serves as a senior policy advisor to the Chief Administrative Officer and other City executives on a wide range of highly complex, sensitive and confidential organizational issues and projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Senior Policy Analyst serves as a strategist, advisor, sounding board and project manager to the Chief Administrative Officer or other designated City executives on complex City-wide or bureau-specific organizational, program and other issues having significant policy, financial and/or community implications and consequences in a highly sensitive and changing political, intergovernmental environment. Assignments are broad in scope, require the exercise of seasoned expert professional and political acumen and the ability to consultatively lead and manage the completion of work assignments by others, demand expeditious action and allow for a high degree of administrative discretion in their execution.

Senior Policy Analyst is distinguished from Policy Analyst by the incumbents' responsibility for providing strategic advice and counsel on issues of significant City impact for which there are few precedents and guidelines for action.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

- 1. Provides advice and counsel on a wide range of highly complex strategic, policy, organizational and management issues as requested or assigned by the Chief Administrative Officer or a designated bureau head.
- 2. For assigned issues and/or program objectives, defines/frames issues, determines appropriate methods of approach and analysis, conducts or facilitates analysis of relevant data, develops internal and external involvement strategies and advises on implementation alternatives, their impacts and pros and cons; assists and advises on weighing policy options and choices in situations where there are no applicable precedents and clearly preferable choices.

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- 3. Consultatively leads and serves as project manager, when assigned, for studies of bureau organizational, operational and administrative processes to identify structure, policy, process, productivity and cost improvements; presents short- and long- term options and alternatives and makes recommendations for courses of action to most effectively achieve identified overall goals.
- 4. Represents the City or bureau in meetings with internal and external groups who are stakeholders in the issue under analysis and study.

OTHER DUTIES

- 1. Serves as a member of the OMF leadership team.
- 2. Provides staff support on projects as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Advanced principles, practices and methods of organizational, administrative, economic and procedural analysis.
- 2. Theory, principles and practices of organization design and development, public administration, financial management and strategic planning as they apply to a complex municipal government.
- 3. Social, political, intergovernmental and environmental issues influencing City operations and impacting potential change opportunities.
- 4. Federal, state and local laws and regulations governing City structure, functions, operations and intergovernmental relationships.
- 5. Project management methods and techniques.
- 6. Principles and practices of effective consultative management.
- 7. Research methods and analysis techniques.
- 8. Principles and practices of sound business communication.

Ability to:

- 1. Analyze and make sound recommendations on highly complex and sensitive organization, program, financing, intergovernmental, legislative and political issues.
- 2. Apply creative problem solving and out-of-the-box thinking to the analysis of established organizational practices and methods.

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3. Present proposals and recommendations clearly, logically and persuasively in meetings and

before internal and external groups.

4. Prepare clear, concise and comprehensive reports, studies and other written materials.

5. Exercise sound expert independent judgment and seasoned political within policy guidelines.

6. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and

situations.

7. Establish and maintain highly effective working relationships with the Mayor, City

Commissioners, bureau directors and managers, business, civic and community leaders,

consultants, employees and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, public policy or a

closely related field; and at least seven years of progressively responsible management or policy analysis and development experience; or an equivalent combination of training and experience.

Experience in a public agency is highly desirable.

Licenses; Certificates; Special Requirements:

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the

hiring bureau to accommodate the limitation.

Class History:

Adopted:

07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class

is composed of positions from the following class(es):

0973 PROGRAM MANAGER V. Adopted: 01-01-00

June 2009 - Change Job Class number from 7146 to 30000461, due to system change.

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