

**CLASS SPECIFICATION**  
**Policy Analyst**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general policy direction, provides specific and comprehensive analyses to the Chief Administrative Officer and other City executives on difficult Citywide or bureau-specific issues, projects or programs that have important financial, organizational, policy or community implications or consequences; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

A Policy Analyst provides expert professional staff analysis and assistance to the Chief Administrative Officer or other City executives and serves as project manager, advisor and coordinator on complex Citywide or bureau-specific programs, initiatives and other issues that have important impact on the City's operations and administrative initiatives. Assignments are broad in scope, require expert professional and political acumen and an understanding of the complexities of City operations in a sensitive and changing political, intergovernmental environment. An incumbent is expected to be able to consultatively lead and manage the completion of work assignments by others, require and facilitate expeditious action and exercise significant administrative discretion in the execution of assigned responsibilities.

Policy Advisor is distinguished from Senior Policy Analyst in that incumbents in the latter class provide 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 complex 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, determines appropriate methods of approach and analysis, conducts or facilitates analysis of relevant data, develops internal and external involvement approaches and advises on implementation alternatives; provides analyses of policy options, choices and impacts in situations with limited precedents and unclear choices.
3. In consultation with others, compiles and analyzes data and makes recommendation on the formulation of policy, procedure, staffing and organizational changes; designs and prepares City

Council reports, resolutions, ordinances and CAO presentations; manages assigned programs and coordinates activities with other City bureaus and external agencies as needed; presents short- and long- term options and alternatives and makes recommendations to 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 or the program underway.

#### **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. Principles, practices and methods of organizational, administrative, economic and procedural analysis.
2. Principles and practices of organization design and development, public administration, financial management and strategic planning as they apply to a complex municipal government.
3. Federal, state and local laws and regulations governing City structure, functions, operations, finances and intergovernmental relationships.
4. Project management methods and techniques.
5. Principles and practices of effective consultative management.
6. Principles and practices of municipal finance, budgeting and accounting.
7. Research methods and analysis techniques.
8. Principles and practices of sound business communication.

##### **Ability to:**

1. Present proposals and recommendations clearly, logically and persuasively in meetings and before internal and external groups.
2. Prepare clear, concise and comprehensive reports, studies, presentations and other written materials.
3. Exercise sound expert independent judgment and political assessments within policy guidelines.

4. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
5. 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 five 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:**

A valid state driver's license may be required for certain assignments.

**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.

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**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):

0930 SENIOR BUREAU ADMINISTRATIVE MANAGER. Adopted: 07-01-92; Revised:10-31-99  
June 2009 - Change Job Class number from 7145 to 30000460, due to system change.