

Office of Planning and Budget

Physical and Economic Development Division

Policy Analyst (Associate, 1, or 2) (60084)

Requisition Number: 422-60084ap

County of Vacancy: Fulton

Functional Area: General Support Services

Recruitment Period: 9/24/2009 - 10/1/2009

Number of Openings: 1

Shift: First

Screening Type: Qualifications Assessment

Statewide job statistics for job code 60084...

Annual Salary Minimum: \$36,565.00

Annual Salary Maximum: \$66,425.52

Salary Details: Position 00057973. Policy Analyst 2-Pay Grade 16-\$44,244.00/yr. Policy Analyst 1-Pay Grade 15-\$40,221.00/yr. Associate Policy Analyst, PG 14-\$36,565/yr.

Duties & Responsibilities: The Office of Planning and Budget (OPB) is the budget and planning office of the Office of the Governor. It provides the Governor with policy-making assistance in determining strategic and tactical plans for state budget recommendations.

OPB reviews the annual operating budgets of agencies of the executive branch for compliance with appropriation and budget acts. Upon OPB approval of the annual operating budgets, agencies receive funds authorized in the appropriation act by quarterly submission of allotment requests. Allotment requests are reviewed by OPB for conformity with the operating budget and the appropriation and budget acts. Analysts further review agency budget activities through quarterly expenditure reports.

The Physical and Economic Development Division of OPB performs budget and policy analysis and planning for the Governor related to economic development and infrastructure, workforce development, and natural resources. The Physical and Economic Development Division assists in the development and monitoring of agency budgets and policies for executive and legislative review. In addition, the division analyzes laws proposed by the General Assembly and responds to inquiries from the general public, legislators, and state agencies.

This Policy Analyst will review and analyze budget, program, and policy issues for agencies assigned to the Physical and Economic Development Division. For detailed information on the work of the Physical and Economic Development Division of OPB (and a list of agencies assigned to this division), please visit www.opb.state.ga.us.

The position will be filled at the level appropriate to the experience and competencies of the selected candidate.

Minimum Training & Experience: POLICY ANALYST 2

Knowledge and level of competency commonly associated with the completion of a Master's degree in a course of study related to occupational field

AND

Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one year of experience or service at a level equivalent to Policy Analyst 1.

POLICY ANALYST 1

Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to occupational field

AND

Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with one year of experience or service at a level equivalent to Associate Policy Analyst.

ASSOCIATE POLICY ANALYST

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to occupational field

AND

Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

All levels require working level skill in the use of spreadsheet and word processing computer application software.

Preferred Qualifications: Masters Degree from an accredited college or university in Public Administration, Public Policy, Business Administration, or other field related to the area of assignment.

Experience in state government in a role that requires complex budget, program, and policy review and analysis.

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Knowledge of operations and programs of agencies assigned to the division.

Knowledge of public administration principles and practices.

Knowledge of Georgia state government operations, including legislative and budgetary processes.

Knowledge of generally accepted governmental accounting principles.

Knowledge of state and federal laws affecting assigned program areas.

Knowledge of state and national issues and trends in the areas of natural resources, economic development, transportation or other policy areas assigned to the division.

Skill in analyzing complex policy and budgetary issues.

Skill in mathematics and statistical analysis.

Skill in oral, written and interpersonal communication.

Advanced level skill in the use of MS Excel.

Advanced level skill in using PeopleSoft Financial Management System software to analyze expenditures.

Intermediate level skill in the use of MS Word, Outlook, Access, and PowerPoint.

Exam & Evaluation Information: Initial screening will be based on a review of the Careers.ga.gov online application.

Please submit only completed applications as screening and interviews may begin before the end of the recruitment period.

Preference will be given to applicants who meet both the minimum and preferred qualifications.

Candidates who are interviewed will be asked to provide a list of supervisory references, samples of work product, writing samples, and transcripts.

Additional Information: This is a reannouncement of 422-60084ao. Applicants who applied for 422-60084ao need not reapply.

To apply, click the red "APPLY...Add to My Jobs!" button below and complete the on-line Application. In addition, the hiring agency also requires the following:

Use the Comments Section of the Jobsite Resume Builder to include a COVER LETTER indicating your reasons for interest in the position, the computer applications you use (and your level of proficiency in each) and any other job related information you want us to consider in evaluating your candidacy for this position.

Because of the volume of applications received by this office, we are unable to provide information on application status by phone or e-mail.

Applicants who are selected for an interview will be contacted to arrange an appointment.

Applicants who are not selected for interviews will not receive notification.

For more information about this job contact:*

Rosa Spencer, HR Director

404-657-7317

<http://www.opb.state.ga.us>

