

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Policy/ Procedure Analyst 1		<b>Class Code:</b> 002UH1
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 1	<b>Effective Date:</b> 8/16/13
	<b>Summary:</b> Incumbent is responsible for analyzing agency policy and procedures to facilitate efficient and effective service delivery and eliminate duplication of program services. Incumbent performs duties with a high degree of independence.		

**Duties:**

- Analyzes existing programs and policies of the agency;
- Evaluates the efficiency and effectiveness of existing policies/procedures;
- Makes recommendations for the elimination of duplication of effort among programs;
- Ensures that all existing and new policies/procedures meet federal and state requirements;
- Ensures that all policies procedures will capture maximum allowable fiscal reimbursement from funding sources;
- Recommends standards for policies procedures;
- Develops comprehensive plans to implement changes or new initiatives in policy or procedure;
- Researches and monitors innovative programs developed by other states or institutions and analyzes applicability to own agency;
- Monitors policies procedures for effectiveness and recommends changes as needed;
- Monitors federal and state legislation and regulations for compliance of existing programs or in developing methods of compliance for new initiatives;
- Serves as liaison for agency to facilitate needed state legislative process;
- Develops, designs and, upon approval, implements new policies and procedures;
- Performs related duties as required.

**Job Requirements:**

- Broad knowledge of program research design, data and information collection and analysis or statistical analysis;
- Extensive knowledge of agency programs and their interaction and overlaps;
- Extensive knowledge of applicable federal and state programmatic and statutory requirements as they apply to agency programs;
- Broad knowledge in the areas of policy analysis, organizational analysis, public administration and management, budgeting and financial management as they apply to public service delivery;
- Ability to plan and conduct professional and complex research;
- Ability to analyze and synthesize social, economic and demographic data and apply results to existing and proposed programs and their policies and or procedures;
- Ability to use standard computer word processing, spreadsheet and database programs as needed for research and statistical analysis;
- Ability to compile and present complex recommendations in areas of policy and procedure;
- Ability to communicate effectively both orally and in writing;
- Ability to analyze and predict effects of program changes on actual work operations of a group.

**Difficulty of Work:**

Broad knowledge of agency programs, policies/procedures, program objectives, consumer needs, federal and state requirements and all related initiatives is essential to recommend changes and efficiencies in operating policies and programs. Judgment and analytical forecasting ability is needed to effectively recommend or coordinate complex programmatic changes and to determine implementing policies/procedures where changes may be resisted. Incumbent's duties are broad in scope, may cross departmental lines and must focus on consumer needs regardless of programmatic conflicts. Incumbent must be innovative and persuasive and be cognizant of the need to improve or initiate new policies/procedures that will allow service to consumers to be delivered effectively and efficiently while maximizing the opportunity for reimbursements from funding sources.

**Responsibility:**

Incumbent makes recommendations for policy and procedure changes and initiatives to maximize both service delivery to consumers and enhance fiscally responsible administration while complying with federal and state laws, rules and regulations governing agency programs. Overall goals are indicated for incumbent; however, defining specific issues and methods of research and analysis are determined by incumbent. Incumbent performs duties with a high degree of independence with general guidance obtained at the request of the incumbent; new situations are discussed if needed. Work is reviewed periodically for attainment of agency goals and objectives and overall compliance with federal and state requirements. Independent nature of research could lead to undetectable inaccuracies in analysis or recommendations. Implementation of inappropriate or faulty recommendations could cause damage to agency credibility or could result in loss of funding and fewer services to the public. Agency credibility could also be compromised if funding is incorrectly obtained for ineligible or unneeded projects.

**Personal Work Relationships:**

Incumbent works closely with service providers, contractors, employees of the agency, other local, state and federal agencies and advocates for the purpose of explaining or interpreting the policies and procedures; conducting research, compiling recommendations or reviewing policy and procedure initiatives. Persuasion is sometimes needed in explaining benefits of implementing alternative procedures or policies. Problem solving frequently occurs when working with service providers or agency administration in determining possible improvements in service. Contact with legislators is limited to exchanging information regarding new or proposed legislation that would impact agency programs or fiscal stability.