

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Policy/Procedure Analyst 2		Class Code: 002UH2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date: 8-16-13
	Summary: 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 significant degree of independence.		

Duties:

- Researches and performs analysis of the efficiency and effectiveness of existing and proposed programs and policies of the agency;
- Identifies procedural inefficiencies and process duplication among and between programs and makes recommendations for potential alternatives;
- Researches compliance of all existing and new policies and procedures in meeting federal and state requirements;
- Researches the efficiency of program delivery and the efficiency of operations between the agency and other public or private service providers;
- Researches cost containment options in service delivery;
- Monitors service delivery of contractors and researches ways to coordinate and improve work processes;
- Develops proposals to implement changes in program processes and procedure;
- Researches and monitors innovative programs developed by other states or institutions and analyzes applicability to own agency;
- Monitors policies and procedures for effectiveness and recommends changes as needed;
- Monitors federal and state legislation and regulations and reviews for possible effect on current or proposed programs;
- Performs related duties as required.

Job Requirements:

- Thorough and or specialized knowledge of program research design, data and information collection and analysis or statistical analysis;
- Thorough knowledge of agency programs and their interaction and overlaps;
- Thorough knowledge of applicable federal and state programmatic and statutory requirements as they apply to agency programs;
- Thorough 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 recommendations for improvements in program delivery;
- 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:

Extensive knowledge of agency programs, policies and procedures, program objectives, consumer needs and federal and state requirements is necessary for incumbent to review and make recommendations for changes and efficiencies in operating programs. Only overall objectives of a work assignment are provided to incumbent. Judgment and analysis is necessary in effectively reviewing programmatic operations and in determining areas for improvement or change. Incumbent's duties may be broad in scope, may cross departmental lines and must focus on consumer needs regardless of programmatic conflicts. Incumbent must be innovative and be cognizant of the need to improve or initiate new procedures that will allow service to consumers to be delivered effectively and efficiently while maximizing the opportunity for reimbursements from funding sources. Incumbent must be able to analyze and forecast effect of programmatic changes on everyday operations.

Responsibility:

Incumbent assists in researching and recommending 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 the incumbent; however, methods of research and analysis are determined by incumbent. Incumbent performs duties with a moderate degree of independence with general guidance obtained as needed by the incumbent. Work may be reviewed periodically during course of work and upon completion for attainment of agency goals and objectives and overall analysis. Independent nature of research could produce undetectable inaccuracies in analysis or recommendations. Eventual 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.

Personal Work Relationships:

Incumbent works closely with service providers, contractors, employees of the agency and other local, state and federal agencies for the purpose of conducting research, compiling recommendations or reviewing policy and procedure initiatives.