

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1771120

Policy Analyst 1 (Energy), Grade 18	1771120
Policy Analyst 2 (Energy), Grade 23	1771220
Policy Analyst 3 (Energy), Grade 27	1771320
Policy Analyst 5 (Energy), Grade 31	1771520

Brief Description of Class Series

Policy Analysts (Energy) perform a broad range of analytical tasks relevant to the evolution, modernization, decarbonization, regulation, and reimagining of the New York State energy and utility industries. Tasks may include research, program development, planning and oversight, policy development, analysis, forecasting, and audits.

These positions are classified only at the Department of Public Service.

Distinguishing Characteristics

The level of responsibility, scope of expertise, supervision exercised and received, and independence distinguish the levels in the series. All positions are in the non-competitive jurisdictional class.

Policy Analyst 1 (Energy): entry level; performs simple research and analysis, program development, implementation, and oversight, technical assistance, and policy support activities for assigned programs/units under the supervision of a higher-level Policy Analyst (Energy) or other higher level professional title.

Policy Analyst 2 (Energy): advanced performance level; performs more complex tasks while assisting entry level analysts, including research and analysis, program development, implementation and oversight, technical assistance, and policy support activities; engages with utilities and stakeholders to evaluate their position or concerns; performs tasks independently, under the supervision of a higher-level Policy Analyst (Energy) or other higher level professional title; may supervise Policy Analyst 1 (Energy) or conduct quality control review of work conducted by lower-level staff.

Policy Analyst 3 (Energy): first supervisory level; supervises Policy Analysts 1 and 2 (Energy); performs all of the functions of a Policy Analyst 2 (Energy), but with a wider scope of supervision and responsibility, and demonstrates expert knowledge in their assigned area(s); develops policy recommendations and oversees the

implementation of Commission policies; engages with utilities and stakeholders to provide direction and/or evaluate their positions and concerns; performs tasks independently, under the direction of a higher-level Policy Analyst (Energy) or other higher-level professional title.

Policy Analyst 5 (Energy): managerial level; administratively supervises one or more Policy Analysts 3 (Energy); performs all of the functions of a Policy Analyst 3 (Energy), but with a wider scope of supervision and responsibility, and demonstrates highest level of expert knowledge in their assigned area(s); performs tasks of highest complexity independently while assisting lower-level analysts; advises senior staff on policy recommendations; performs under the direction of a higher-level professional title.

Related Classes

Climate Policy Analysts research and analyze policy developments related to climate change and make climate-related recommendations for actions such as legislation, regulations, funding, awareness campaigns, and policy. The work of Climate Policy Analysts integrates knowledge of air, water, waste, and natural resource management, as well as energy, transportation, land use and economic development, in a multi-disciplinary blend of science, policy, regulations, partnership building and advocacy, to foster public awareness and action for a new set of environmental pollutants, which are largely not yet regulated.

Renewable Energy Siting Specialists at the Office of Renewable Energy Siting perform a broad range of professional, administrative, and highly technical tasks related to siting and permitting of large-scale renewable energy facilities in New York State.

Utility Analysts perform a broad range of analytical tasks relevant to the electric, steam, gas, water and telecommunications utilities on issues such as retail competition; tariff filings; company records; cost and quality of service; rate proceedings; incentive plans; mergers and acquisitions, cost allocations and rate design to ensure that New York State residents have access to safe, reliable utility service at just and reasonable rates.

Illustrative Tasks

Policy Analyst 1 (Energy)

Identifies factors relevant to the development of policies, collects relevant data on the critical factors, develops policy alternatives, and summarizes the strengths and weaknesses of alternatives.

Assists with drafting, editing, and developing proposals to address new policy initiatives and reassesses existing policies, including Commission Orders.

Reviews and summarizes parties' written comments submitted through Commission proceedings.

Engages with stakeholders to identify, analyze, and understand the impact of their positions and concerns.

Performs data gathering, analysis, evaluation, forecasting, and modeling.

Stays aware of State and national industry trends, as well as performs innovative research in technical areas.

Reviews and analyzes clean energy industry business models nationally and in-state.

Assists with or facilitates stakeholder participation in meetings, technical conferences, and seminars and fosters a collaborative atmosphere to enhance awareness and practices in the industry.

Assists with external oversight and outreach activities to build and maintain credibility at utility companies and federal and state agencies.

Assists in or evaluates trends in the level of customer participation and performance in relevant programs and assesses the degree to which various market factors may be stimulating or discouraging the development and adaptation of modernization changes.

Assists in collecting and analyzing data relevant to the assessment of the adequacy of energy systems and/or supply planning procedures.

Reviews and prepares reports on trends.

Examines the proposed allocation of costs and the impact of a proposed rate design on competitive services.

Assists with the development of financial models and market studies that will establish program targets and budgets.

Assists with the creation of proposed rules and enforcement mechanisms.

Policy Analyst 2 (Energy)

May perform all the same duties as a Policy Analyst 1 (Energy) with increased autonomy.

Utilizes advanced expertise to perform more technically complex aspects of energy policy and program development and oversight for at least one specialty area.

Prepares detailed reports that contain analyses and interpretations of findings and recommends possible courses of action.

Analyzes applicable policies and programs and develops and executes standards and procedures.

Presents and testifies in subject matter area at seminars, conferences, meetings, and proceedings.

May provide technical direction and guidance, analysis of technical training needs, and supervision or quality assurance review of work for lower-level staff.

Policy Analyst 3 (Energy)

May perform all the same duties as lower-level Policy Analysts (Energy) with increased autonomy.

Supervises Policy Analysts 1 and 2 (Energy), including determining staff priorities, reviewing work for accuracy and completeness, training and orienting staff, providing necessary interpretation, advice, and guidance to lower-level staff, and providing technical assistance.

Assists or participates in larger, more complex technical support activities as a technical expert in a specific specialty area.

Supervises the policy and program development work of lower-level professionals; develops and implements strategies to address major energy policy issues.

Utilizes advanced expertise to perform the most technically complex aspects of energy policy and program development and oversight, or to review aspects of energy policies and programs that are novel and unprecedented.

Policy Analyst 5 (Energy)

May perform all the same duties as lower-level Policy Analysts (Energy) with increased autonomy.

Serves as supervisor of an identified energy policy and program specialty area or unit. Plans, assigns, schedules, reviews, and evaluates the work of Policy Analyst 3 (Energy) and lower-level staff.

Mentors and aids in the development of junior staff to further cultivate subject matter experts in assigned area; develops junior staff through ongoing professional feedback and development of professional development plans.

Provides technical support, leadership assistance, supervision, training, and guidance to all staff assigned in a specific specialty area or unit.

Reviews and analyzes progress of efforts and investments for meeting the needs of State energy policies regarding time, budget, project requirements, and use of industry best practices.

Provides advice to senior staff on policy recommendations.

Minimum Qualifications

Policy Analyst 1 (Energy)

Non-competitive: bachelor's degree and two years of experience* in the review, analysis, development, or implementation of programs or policies related to one or more specialty energy program areas, which include: renewable energy planning, procurement, and integration; energy efficiency; electrification of transportation or heating; demand response; energy storage; energy market design; advanced rate designs; advanced utility business models, or strategic use of energy related data.

Policy Analyst 2 (Energy)

Non-competitive: one year of service as a Policy Analyst 1 (Energy); OR bachelor's degree and three years of experience* in the review, analysis, development, or implementation of programs or policies related to one or more specialty program areas, which include renewable energy planning, procurement, and integration; energy efficiency; electrification of transportation or heating; demand response; energy storage; energy market design; advanced rate designs; advanced utility business models, or strategic use of energy related data.

Policy Analyst 3 (Energy)

Non-competitive: one year of service as a Policy Analyst 2 (Energy); OR bachelor's degree and five years of experience*, including at least two years supervisory experience, in the review, analysis, development, or implementation of programs or policies related to one or more specialty program areas, which include renewable energy planning, procurement and integration; energy efficiency; electrification of transportation or heating; demand response; energy storage; energy market design; advanced rate designs; advanced utility business models, or strategic use of energy related data.

Policy Analyst 5 (Energy)

Promotion: two years of service as a Policy Analyst 3 (Energy); OR bachelor's degree and seven years of experience*, including at least two years of managerial experience, in the review, analysis, development, or implementation of programs or policies related to one or more specialty program areas, which include renewable energy planning, procurement and integration; energy efficiency; electrification of transportation or heating; demand response; energy storage; energy market design; advanced rate designs; advanced utility business models, or strategic use of energy related data.

*Substitutions: four years of specialized experience, or associate degree and two years of specialized experience, may substitute for bachelor's degree. J.D. or master's degree may substitute for one year of general experience; Ph.D. may substitute for two years of general experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualifications for appointment or examination.

Date: 10/2023

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