

## **New York State Department of Civil Service**

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 1622100**

**Ocean & Lakes Policy Analyst 1, Grade 23 1622100**

**Ocean & Lakes Policy Analyst 2, Grade 27 1622200**

### Brief Description of Class Series

Ocean & Lakes Policy Analysts research, analyze, propose, and develop policy affecting coastal and offshore ecosystems; undertake inter-related regional planning and project activities involving multiple jurisdictions; and oversee the implementation of new policies and plans that affect New York's coastal and offshore resources. They resolve programmatic and public policy issues through the development of inter-governmental partnerships; and design and guide the implementation of reports, studies, investigations, and projects.

These positions are classified only in the Department of State.

### Distinguishing Characteristics

*Ocean & Lakes Policy Analyst 1*: full performance level; under the general direction of an Ocean & Lakes Policy Analyst 2, performs various activities to conserve and restore ocean and coastal resources by developing and implementing ecosystem-based management practices; develops and executes regional projects requiring research, analysis, public outreach and policy development across jurisdictions; and provides staff support for the New York Ocean and Great Lakes Ecosystem Conservation Council (Council) and the Mid-Atlantic Regional Ocean Council (MARCO).

*Ocean & Lakes Policy Analyst 2*: supervisory level; under the general direction of a Community Infrastructure Manager 1, directs and oversees components of the Ocean and Great Lakes Ecosystem Conservation program; and supervises a staff of Ocean & Lakes Policy Analysts 1 and others.

### Related Classes

Coastal Resources Specialists manage planning and construction projects undertaken by waterfront communities and local organizations to advance economic development and protect natural resources. They provide technical assistance to local

governments, State and federal agencies, and review projects and activities by federal and State agencies for consistency with the State's Coastal Management Program.

Revitalization Specialists assist communities across the State with planning, managing and accessing resources to support community revitalization, brownfield redevelopment and smart growth projects. The positions provide outreach, education, technical assistance and advice to communities seeking to develop areas for reclamation because of ecological deterioration or pollution, to revitalize neighborhoods suffering from disinvestment, and to promote development consistent with smart growth and environmental justice principles.

### Illustrative Duties

#### *Ocean & Lakes Policy Analyst 1*

Assists stakeholders, local, regional, State and federal partner agencies on integrating ecosystem-based management into agency decision-making, staffing, and funding programs.

Develops collaborative relationships to address existing and emerging threats to ocean health. Identifies and builds constituencies to participate in and support new and emerging ocean policies and governance structures.

Develops and implements local and regional plans in support of siting energy facilities.

Ensures appropriate and effective mechanisms are developed to implement plans and engages appropriate stakeholders.

Develops project work programs and budgets and monitors progress to ensure effectiveness.

Identifies and develops technical requirements for projects and designs, and prepares requests for proposals to obtain appropriate expertise to ensure successful program and project outcomes.

Assists with multi-agency technical work groups to develop and implement health indexes that report ocean and Great Lakes ecosystem-wide health.

Drafts and analyzes legislative, regulatory, and budget proposals.

Tracks and implements federal, regional, and State policy development related to offshore uses and resources.

Develops reports, briefings, speeches, presentations and other documents.

## *Ocean & Lakes Policy Analyst 2*

Plans, organizes, and manages the work of staff to advance the recommendations of the Council and the State's implementation of the Ocean and Great Lakes Ecosystem Conservation Act to oversee the development and implementation of a statewide program that utilizes an ecosystem-based approach to managing environmental resources in New York State and the Great Lakes, Mid-Atlantic and Northeast coastal regions.

Develops work plans that implement and advance program objectives.

Prepares policies, procedures, guidelines, standards and other criteria to implement the program.

Facilitates inter-jurisdictional participation and collaboration to identify and address issues that transcend political or other boundaries.

Assists with developing materials, plans, and proposals for consideration by Council member agencies. Monitors implementation of recommendations through represented agency and consultant activities to ensure that all legal, procedural, and contractual requirements are met.

Develops budget proposals, monitors expenditures and provides assessment of proposed or priority projects.

Assesses and facilitates resolution of operational or policy issues. Evaluates and resolves issues and conflicts between partners to produce positive results.

Serves as a New York State representative to multi-state and international organizations.

Testifies at federal and State hearings.

Provides-day-to-day direction to program staff.

Performs the full range of supervisory responsibilities.

May also perform all the duties and responsibilities of Ocean & Lakes Policy Analyst 1.

## Minimum Qualifications

### *Ocean & Lakes Policy Analyst 1*

Open Competitive: Seven years of professional qualifying experience.\*

Substitution: An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may substitute for five years of experience; or a doctorate may substitute for six years of experience.

### *Ocean & Lakes Policy Analyst 2*

Promotion: one year of permanent service as an Ocean & Lakes Policy Analyst 1.

Open Competitive: Nine years of professional qualifying experience.\* Two years of the experience must have been at a supervisory level.

Substitution: An associate degree may substitute for two years of general experience; a bachelor's degree may substitute for four years of general experience; a master's degree may substitute for five years of general experience; or a doctorate may substitute for six years of general experience.

\*Qualifying experience is defined as experience in developing and analyzing policy, developing strategies, and implementing programs dealing with environmental issues related to ocean and lakes on a local, regional, state, interstate, or national level. This experience must have included resolving differences among stakeholders through consensus and partnership building; evaluating programs, regulations, and laws; AND coordinating the implementation of multiple programs and projects.

**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 of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date 1/2026

KDH