

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

Classification Standard

Occ. Code 1771140

Policy Analyst 1 (Youth Services), Grade 18	1771140
Policy Analyst 2 (Youth Services), Grade 23	1771240
Policy Analyst 3 (Youth Services), Grade 27	1771340

Brief Description of Class Series

Policy Analysts (Youth Services) perform a broad range of analytical tasks relevant to child welfare and juvenile justice. Positions review and analyze State and federal laws and regulations to determine implications to child welfare and juvenile justice program areas, develop and amend State statute and regulations, provide internal and external technical assistance, and research, review, and develop policies.

These positions are classified only at the Office of Children and Family Services (OCFS).

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 (Youth Services): entry level; performs simple research and analysis, technical assistance, and policy support activities for assigned programs/units under the supervision of a higher-level Policy Analyst (Youth Services) or other higher level professional title; assists in developing written releases (administrative directives, local commissioner's memoranda, informational letters) and guidelines to explain statutory/regulatory and policy initiatives.

Policy Analyst 2 (Youth Services): advanced performance level; performs more complex tasks while assisting entry level analysts, including research and analysis, technical assistance, and policy support activities; engages internal and external stakeholders to facilitate feedback on agency initiatives; performs tasks independently, under the supervision of a higher-level Policy Analyst (Youth Services) or other higher level professional title; may supervise Policy Analyst 1 (Youth Services).

Policy Analyst 3 (Youth Services): supervisory level; supervises Policy Analysts 1 and 2 (Youth Services); performs all of the functions of a Policy Analyst 2 (Youth

Services), 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 Agency policies; performs tasks of the highest complexity independently while assisting lower-level analysts.

Related Classes

Commerce Policy Analysts research, analyze, and develop policy recommendations for economic development projects.

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.

Policy Analysts (Public Authority) review, analyze, develop, recommend, and implement policies pertaining to State and local public authorities at the Authorities Budget Office (ABO). Positions train and assist public authorities' staff on issues of accountability, compliance with State law, financial transparency, and operating and management practices. Positions also develop risk-based compliance review plans, and conduct policy research to address and resolve operating issues at public authorities.

Illustrative Duties

Policy Analyst 1 (Youth Services)

Coordinates and writes State regulations in response to new or changed policy, under supervision.

Reviews and makes recommendations on written releases and guidelines to explain statutory/regulatory and policy initiatives.

Provides technical assistance to agency staff, to interpret policy.

Participates in the creation of new policy initiatives, including those needing statutory change, based on programmatic necessity.

Completes analysis of relevant issues and their impact; verifies consistency of regulation and directive with existing State statutes and regulations.

Coordinates the development of regulation proposals to initiate new programs or policies or alter existing regulations.

Creates and analyzes federal and State standards related to child well-being.

May conduct special or continuing studies regarding federal regulation to determine implications on administration or services in assigned program area(s).

Policy Analyst 2 (Youth Services)

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

Uses advanced expertise to perform more technically complex aspects of child welfare and juvenile justice policy development.

Prepares reports that contains analysis and interpretations of findings and recommends possible courses of action.

Analyzes federal policies to determine implications on administration or services in assigned program area(s).

Develops written releases and guidelines to explain statutory/regulatory and policy initiatives.

Demonstrates knowledge of written releases and guidelines through written and oral communication.

May provide technical direction and guidance, analysis of technical training needs, and supervision for Policy Analysts 1 (Youth Services).

Policy Analyst 3 (Youth Services)

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

Supervises Policy Analysts 1 and 2 (Youth Services), 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.

Ensures that procedures, policies, and information sharing address State and federal requirements; provides administrative leadership for a unit or program by managing fiscal, personnel, policy/procedure development, and other administrative functions.

Coordinates policy development to ensure consistency with existing departmental positions; is responsive to statutory amendments of judicial actions; disseminates new and changed policy.

Provides policy interpretation and ensures uniform application.

Provides alternative solutions to complex or sensitive policy and regulatory issues.

Develops training plans for individual and team skills development by presenting and providing technical assistance to the user community, team members, technical staff, and management.

May be assigned as a management-level liaison with other local, State, and federal governmental entities and with field units for program, project, or policy areas.

Minimum Qualifications

Policy Analyst 1 (Youth Services)

Non-competitive: bachelor's degree and two years of experience* in the review, analysis, development, or implementation of programs or policies related to child welfare or juvenile justice.

Policy Analyst 2 (Youth Services)

Non-competitive: one year of service as a Policy Analyst 1 (Youth Services); OR bachelor's degree and three years of experience* in the review, analysis, development, or implementation of programs or policies related to child welfare or juvenile justice.

Policy Analyst 3 (Youth Services)

Non-competitive: one year of service as a Policy Analyst 2 (Youth Services); 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 child welfare or juvenile justice.

*Substitutions: four years of specialized experience, or associate degree and two years of specialized experience, may substitute for the 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: 11/2024

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