

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 and 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 the Ocean and Lakes Policy Analyst 2, performs various activities to conserve and restore ocean and coastal resources by developing and implementing ecosystem-based management practices; develop and execute 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: one position class; directs the Ocean and Great Lakes Ecosystem Conservation program; and, under the general direction of executive staff, supervises Ocean and Lakes Policy Analysts 1.

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 provide technical expertise and support to municipalities and community-based organizations in the cleanup and revitalization of brownfield properties. Acting as consultants and project managers, they provide leadership, direction and assistance to officials of various jurisdictions, and community-based and non-profit organizations.

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 within New York and among the Mid-Atlantic states 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 regional offshore spatial use plans for sectors of the Atlantic Ocean and the Great Lakes including: siting energy facilities, identifying and protecting offshore habitats and fisheries, waterborne transportation and navigation safety, enhancing tourism-based economies, and mapping ocean uses and biotic conditions.
- Ensures appropriate and effective mechanisms are developed to implement offshore spatial use plans and engages appropriate stakeholders in developing use plans for the ocean.
- Develops project work programs and budgets to advance regional ecosystem management projects, the continued development of the Coastal Atlas, GIS mapping, and models and predictive tools, and the implementation of web-based communities of practice for scientific knowledge exchange; and monitors progress to ensure effectiveness.
- Identifies and develops technical requirements for projects and designs; and prepares requests for proposals to obtain scientific, economic or other expertise to augment internal capacity to ensure successful 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 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 participation in 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 both New York State and the Mid-Atlantic coastal regions.
- Develops a work plan that includes tasks, schedules, public outreach activities, peer review, agency vetting activities, scientific and technical document review and approvals, report preparation, and production schedules to meet 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, including local, state and federal officials, academia, and advocacy groups.
- Assists with developing the Council's agenda and ensures that members are adequately briefed on matters to be considered.
- Develops the scope and content of Council's action plans, ensuring that goals and objectives are being met.
- Monitors Council represented agency and consultant activities to ensure that all legal, procedural and contractual requirements are met.
- Develops the Council's annual budget and negotiates resource allocation with agencies on the Council. Monitors Council's expenditures and provides assessment of which projects should receive priority.
- Assesses and facilitates resolution of operational or policy issues. Evaluates and resolves issues and conflicts between scientific and technical partners to produce positive results.

- Serves as a New York State’s representative to MARCO, the Northeast and Mid-Atlantic Governors organization, and other multi-state and international organizations.
- Testifies at federal and State hearings on matters regarding ecosystem health and policy.
- Provides-day-to-day direction to program staff.

Minimum Qualifications

Ocean & Lakes Policy Analyst 1

Open Competitive: Bachelor’s Degree* and seven years of experience in developing and analyzing policy, developing strategies, and implementing programs dealing with environmental issues related to ocean and lakes on a regional, state or national level. 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.

Ocean & Lakes Policy Analyst 2

Open Competitive: Bachelor’s Degree* and ten years of experience in developing and analyzing policy, developing strategies, and implementing programs dealing with environmental issues related to ocean and lakes on a regional, state or national level. 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. Four years of the experience must have been in a management capacity.

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

*Substitution: Bachelor’s Degree in ecology, biology, coastal biology, coastal management, oceanography, limnology, geology, environmental science, natural resources management, resource economics, ecosystems management, watershed management, environmental policy, or ocean sciences, may substitute for one year of the required experience. A Master’s Degree in the same fields may substitute for two years of the required 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 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.

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