

# New York State Department of Civil Service

## DIVISION OF CLASSIFICATION & COMPENSATION

### Classification Standard

**Occ. Code 1771100**

<b>Policy Analyst 1 (Public Authority), Grade 18</b>	<b>1771100</b>
<b>Policy Analyst 2 (Public Authority), Grade 23</b>	<b>1771200</b>
<b>Policy Analyst 3 (Public Authority), Grade 27</b>	<b>1771300</b>
<b>Policy Analyst 4 (Public Authority), M-4</b>	<b>1771400</b>

### Brief Description of Class Series

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.

### Distinguishing Characteristics

*Policy Analyst 1 (Public Authority):* full performance level; reviews public authority policies, procedures, and practices, and makes recommendations to improve operations.

*Policy Analyst 2 (Public Authority):* first supervisory level; functions as working supervisor of a team of Policy Analyst 1 (Public Authority); performs higher-level reviews requiring greater experience and expertise.

*Policy Analyst 3 (Public Authority):* second supervisory level; supervises a team of Policy Analyst 1 and 2 performing research and analysis work; may oversee a major ABO organizational unit, such as Policy.

*Policy Analyst 4 (Public Authority):* managerial level; reporting to the Director Authorities Budget Office, functions as an ABO deputy director, and manages the activities of a major organizational unit made up of Policy Analyst 3 (Public Authority) and lower-level staff.

### Illustrative Tasks

#### *Policy Analyst 1 (Public Authority)*

Collects, reviews, analyzes and evaluates data on public authorities and ensures that documentation is adequate, accurate, and complete.

Inspects the records of public authorities to determine compliance with established laws, rules, or policies.

Evaluates the effectiveness and efficiency of public authority operations and makes recommendations for improvement.

Prepares statistical and tabular materials to evaluate and identify factors associated with public authority finances or performance.

Develops recommendations for analyzing and evaluating public authority operations and issues.

Identifies problems or factors that inhibit the ability of public authorities to conform to reporting requirements, State and local law, or effective governance practices.

Participates in the development of risk-based compliance review plans, including the development of protocols and procedures for conducting financial, management, and performance reviews.

Presents findings and recommendations to ABO and public authority staff.

Participates in the development of policy guidance and best practices to interpret and clarify statutory compliance, and to assist public authorities with meeting reporting requirements.

Provides technical assistance, training, and advice to public authority staff.

Drafts reports with analysis and research findings.

May supervise clerical or paraprofessional staff assigned to the operation.

#### *Policy Analyst 2 (Public Authority)*

Supervises Policy Analyst 1 (Public Authority) in the review and analysis of public authority financial and operating policies, procedures, and practices.

Develops and delivers training to public authorities' employees and officials regarding their legal, fiduciary, financial and ethical responsibilities.

Conducts and supervises studies and reviews to respond to requests by the Governor's Office, the Legislature, or other State officials with public authorities oversight responsibilities.

Drafts correspondence in response to sensitive questions, inquiries, or complaints.

### *Policy Analyst 3 (Public Authority)*

Directs a unit of Policy Analyst 1 & 2 (Public Authority).

Directs the development of risk-based compliance review plans, including the development of protocols and procedures for conducting financial, management, and performance reviews.

Supervises the analysis of the financial and operating practices of public authorities.

Evaluates risk areas to review when selecting public authorities.

Oversees reviews and analysis of authority operating policies, procedures, and practices.

Discusses analysis or compliance review findings with ABO staff and suggests solutions that consider unique operating factors associated with a given public authority.

Identifies public authority practices that may warrant formal investigation; refers issues to Policy Analyst 4 (Public Authority) and the Director Authorities Budget Office for direction.

Oversees training and technical assistance provided to public authorities to achieve compliance, improve performance, and implement effective governmental practices.

Develops and reviews policy guidance documents to provide clarification on the statutory compliance and reporting requirements of public authorities, and to provide the framework for accepted public authority governance principles and practices.

Identifies opportunities to strengthen or clarify the role, powers, and responsibilities of the ABO through legislative changes.

### *Policy Analyst 4 (Public Authority)*

Supervises units directed by Policy Analyst 3 (Public Authority).

Functions as a deputy director of the ABO, and provides day-to-day operational oversight of major organizational units, such as Policy.

Coordinates studies, reviews, and reports on the operations, practices, and finances of public authorities.

Assists the Director Authorities Budget Office with interpretation of State law, and with regulations development.

Oversee the development and implementation of minimum performance standards for authorities.

## Minimum Qualifications

### *Policy Analyst 1 (Public Authority)*

Open Competitive: bachelor's degree in accounting, auditing, business administration, financial policy analysis, public policy analysis, public administration, or a similar field; and two years of qualifying experience. \* A master's degree in one of the above disciplines may substitute for one year of experience.

\*Experience is defined as analyzing financial statements, budget and program information, and management practices of public organizations; and/or the development and evaluation of recommendations consistent with the functions and decisions of a centralized oversight or control agency or budget office.

### *Policy Analyst 2 (Public Authority)*

Promotion: one year of permanent service as a Policy Analyst 1 (Public Authority).

### *Policy Analyst 3 (Public Authority)*

Promotion: one year of permanent service as a Policy Analyst 2 (Public Authority).

### *Policy Analyst 4 (Public Authority)*

Promotion: one year of permanent service as a Policy Analyst 3 (Public Authority).

**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: 9/2021

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