

## WELFARE STRATEGIC POLICY ANALYST

### KIND OF WORK

Advanced administrative work in the Office of the Commissioner of the Department of Human Services in comprehensive management of statewide human service programs.

### NATURE AND PURPOSE

An employee in this class is responsible for analysis, planning and evaluation of department-wide legislative, budgetary and programmatic activities. Working with the operating divisions, responsibility extends to studying the impact of statutory and fiscal proposals. Such research serves as the basis of the decision-making process at the Department's executive level. Incumbents ensure that the Commissioner's management staff and the state legislature receive specialized information presentations. Performance is evaluated on the basis of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Evaluates existing and proposed welfare services and programs delivered by the Department throughout the state.

Prepares analyses of projected impacts on administration and program delivery functions in response to proposed statutory changes or federal mandates.

Analyzes policy issues, identifies problem areas and develops alternatives for solution.

Analyzes spending patterns, cost effectiveness reports and budgetary needs so as to develop recommendations for consideration of the Commissioner

Translates program objectives into coordinated budget proposals on a department-wide level.

Participates in the development and presentation of legislative and budgetary proposals.

Provides comprehensive support and guidance to line managers/staff in the preparation of proposed legislation and budget requests.

Directs the work of professional, supervisory and management staff on a project basis to study specific issues.

Represents the Commissioner's Office on special task forces and at management-level meetings.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the statutes, rules and regulations governing programs administered by the Department of Human Services.

Thorough knowledge of the functions of state government and the legislative process.

Thorough knowledge of the state's program budgeting process.

Thorough knowledge of organizational theory, principles, and planning.

Thorough knowledge of the principles of program design, implementation, and evaluation.

Thorough knowledge of the principles of human resource management.

Considerable knowledge of the mission, programs, policies and procedures of private, county, local, state and federal human service delivery systems.

Ability to:

Elicit input from line operations managers in assessing the impact of legislative and budget proposals.

Organize and direct the activities of professional, supervisory and management staff on a project basis.

Evaluate the effectiveness of program implementation with regard to legislative intent.

Integrate isolated issues with the department's overall management approach.

Present complex concepts and analyses in oral and written formats.

Est.: 7/89  
Rev.:  
Ckd.: 12/92

T.C.:  
Former Title(s):