

## POLICY ANALYST

**DEFINITION:** Under general direction, performs work of considerable difficulty in conducting analysis of national and state legislative decisions impacting on the Navajo Nation; assesses the political environment and provides a professional opinion on public policy issues developed from legislated decisions; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Performs a variety of analytical and evaluative research of major legislative actions; examines issues and provides a comprehensive analysis of major concern to the Navajo Nation; presents feasible options and alternatives to legislative and administrative policy decisions in written reports for review by appropriate entities; provides analytical support to top-level management engaged in programs impacted from policy changes; aids decision makers in developing legislative strategies in response to legislated decisions;

Collects and compiles factual information in response to specific request made by management; provides reliable statistical and narrative data; consults with various sources to appropriately respond to legislated decisions; maintains data base requirements for analytical models used to project policy development; collects and analyzes programmatic, administrative regulatory, financial and/or legislative data; develops policies, and procedures based on findings.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of organizational and management theory, specifically goals and priorities of the Navajo Nation.

Knowledge of legislative affairs planning, work simplification, legislative analysis techniques and procedures. Knowledge of Navajo Nation, Federal and State laws, regulations and guidelines governing aspects of tribal operations relative to the principles and techniques of policy analysis.

Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

Skill in the interpretation and analysis of legal and quasi-legal documents.

Skill in developing and monitoring complex multi-fund and source budgets in order to analyze and present policy alternatives.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Political Science, Public Administration, Business Administration or closely related area; and two (2) years of progressively responsible research related work experience.

### **PREFERRED QUALIFICATIONS:**

- A Master's degree in Political Science, Public Administration or Business Administration or closely related field.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.