COMMONWEALTH OF KENTUCKY
JOB CLASS SPECIFICATION

INTERNAL POLICY ANALYST II

Job Number: 20001754

Job Code: 94280V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 06/16/1982

Job Revised: 10/16/2007

Grade: 14	Salary (MIN - MID):	**Special Entrance Rate:**
	$18.075-$23.944 - Hourly	**NONE**
	$2,937.20-$3,890.90 - 37.5 Hr. Monthly Salary	**NONE**
	$3,133.00-$4,150.30 - 40 Hr. Monthly Salary	**NONE**

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: http://www.lrc.ky.gov/kar/101/001/325.htm.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Conducts studies of operational policies and procedures primarily across agency organizational unit lines for the purpose of defining agency program effectiveness and projecting agency budgetary needs and requests; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: ***Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.***

Identifies and analyzes major policy issues requiring resolution prior to formulating an agency's budget request. Coordinates the utilization of information developed by others in developing a comprehensive view of agency management policies. Reviews court decisions, legal opinions, administrative regulations, statutes or proposed legislation to identify the impact of agency programs and activities. Defines program objectives and identifies beneficiaries and funding sources to assure agency adherence to budget and planning policies. Reviews requests for program deviations and budgetary shifts and recommends solutions. Contacts management officials within programs to secure data on program policies and fiscal resources. Designs projection models to perform ongoing analysis of receipts and expenditures to ensure compliance with budgetary guidelines. Assists in the formulation of agency policies. Participates in the development of budget requests and advises agency management on program and financial issues.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: ***Incumbents in the job will typically perform their job duties under these conditions.***

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.