



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INTERNAL POLICY ANALYST III

Job Number: 20001755

Job Code: 94290V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 05/16/1989

Job Revised: 10/16/2007

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

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.*

Coordinates the work of professional staff and performs analysis and makes recommendations regarding policy and/or budget issues; OR, performs functional supervision over technical policy or budget activities of an agency; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

Must have four 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.*

Coordinates and oversees the work of personnel engaged in budget preparation, analysis and/or the evaluation of management policies, procedures, legislation and research. Analyzes major federal programs for implications and develops alternative strategies. Determines agency or cabinet implications of statutes, regulations or policy. Coordinates and/or assists in budget preparation, implementation, analysis, monitoring and evaluation. Monitors expenditures and revenues to verify accuracy, reliability and compliance with budgets. Determines any variances from current budgets to year-end surpluses and/or deficits. Develops, implements and interprets policies relative to the management of contractual services. Reviews grant applications, state plans and federal contracts for agency management. Researches and prepares reports on budget issues. Provides functional supervision in implementing agency and cabinet programs. Develops and coordinates the development of cost estimates for pending legislation. Assists in the formulation of agency policies.

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 primarily 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.