Involves analytical studies on a variety of policies, projects, programs and issues in support of a function, research initiative, program and / or organizational unit, or in research of new or changing systems and programs. Assists in policy and program planning, development, administration, management and implementation; interprets, monitors and analyzes information regarding policies and procedures and provides consultative services to department administrators and other stakeholders.

<table>
<thead>
<tr>
<th>Job Level</th>
<th>Supervisor 1</th>
<th>Supervisor 2</th>
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<tbody>
<tr>
<td>Job Title</td>
<td>Project Policy Analysis Supervisor 2</td>
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<td>Job Code</td>
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<tr>
<td>FLSA</td>
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**Generic Scope**
Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.

**Custom Scope**
Receives assignments in the form of objectives with goals and the process by which to meet goals. Responsible for supervising the day-to-day unit activities. Normally directs a section or group of analysts. Oversees and participates in complex projects and initiatives. Collaborates directly with internal and external stakeholders. Provides direction according to established policies and management guidance.

**Key Resp 01**
Manages and directs the work of a section / department.

**Key Resp 02**
Assumes responsibility for quality and quantity of work.

**Key Resp 03**
Recommends hiring of new employees, transfers, promotions, salary actions, terminations, performance management and budget recommendations.

**Key Resp 04**
Selects, develops, and evaluates personnel to ensure the efficient operation of the function.

**Key Resp 05**
Supervises activities associated with the support of a function, research initiative, program and / or organizational unit.

**Key Resp 06**
Conducts presentations of technical information concerning specific policies, projects or schedules.

**Key Resp 07**
Administers organization policies that directly affect subordinate employees.

**Key Resp 08**
Participates in the development and monitoring of administrative / research policies and project planning and development for their unit.
## Job Family
General Administration

## Job Function
Project and Policy Analysis

## Category
**Supervisory & Management**

### Job Summary
Involves analytical studies on a variety of policies, projects, programs and issues in support of a function, research initiative, program and / or organizational unit, or in research of new or changing systems and programs. Assists in policy and program planning, development, administration, management and implementation; interprets, monitors and analyzes information regarding policies and procedures and provides consultative services to department administrators and other stakeholders.

## Job Level
Supervisor 1

### Key Resp
- 09
- 10
- 11
- 12
- 13
- 14
- 15

### Education
1. Advanced degree in related area and / or equivalent experience / training.
2. 
3. 
4. 

### License
1. 
2. 
3. 
4. 

### Certification
1. 
2. 
3. 
4. 

### Specialty Condition
1. 
2. 
3. 
4. 

### KSA
1. Thorough knowledge of organization or initiative processes, protocols and procedures.
2. Solid knowledge of / common organizational- or research-specific computer application programs.
3. Strong analytical / problem-solving skills.
4. Strong communication and interpersonal skills to communicate and influence others, both verbally and in writing.
5. Advanced project management skills.
6. Ability to multi-task with demanding timeframes.
7. Ability to use discretion and maintain all confidentiality.
8. Solid knowledge of applicable policy analysis techniques.
<table>
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<th>General Administration</th>
<th>Job Summary</th>
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<td>Project and Policy Analysis</td>
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<td>Career Path 6</td>
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