

**SENIOR POLICY ADVISOR (DDC)**

**General Statement of Duties and Responsibilities**

This is a management class of positions. All incumbents perform related work.

Under executive direction of the Commissioner, with wide latitude for the exercise of independent initiative and judgement, advises the Commissioner and Agency executives on policy matters; responsible for executive-level policy analysis and development.

**Examples of Typical Tasks**

Serves as an advisor to the Commissioner and Agency executives on policy matters.

In assigned areas, conducts analyses, and creates legislative, policy and/or rulemaking strategies to address any gaps or weaknesses in current strategies and to establish new strategies to improve Agency functions.

Manages complex policy-related projects.

Works with constituents to communicate matters related to DDC protocol, initiatives, or other plans. Ensures coordination between stakeholders in the implementation of projects, including internal stakeholders on cross-functional teams.

Consults with other jurisdictions to develop new protocols for future initiatives.

Works with oversight agencies to provide policy-related support to DDC.

**SENIOR POLICY ADVISOR (DDC) (continued)**

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university and four years of full-time professional experience in policy analysis and/or development in the assigned areas, at least one year of which must have been in an administrative, managerial, consultative, or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the one year of administrative, managerial, consultative, executive, or supervisory experience as described in "1" above.

**Direct Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.