

DIRECTOR, RESEARCH DEVELOPMENT AND POLICY ANALYSIS (FINANCE)

General Statement of Duties and Responsibilities:

Under managerial direction, with the latitude for the exercise of independent judgment and decision-making, formulates department policy positions for executive adoption by senior staff. This is a management class of positions. All incumbents perform related work.

Examples of Typical Tasks

Directs an authority-wide program of operations research and policy analysis.

Analyzes Federal, State and City government regulations; assesses their implications for the authority and developing policy recommendations for executive consideration.

Oversees the analyses of the division's policy, procedures and operational functions.

Analyzes and evaluates policy and the possible effects on the division operations.

Develops and implements energy control and conservation program; analyzes and determines resulting cost savings.

Meets with Executive Leadership to analyze changes that need to occur within the division to increase and maximize efficiency.

Plans, develops, and supervises implementation of all research and evaluation studies to assist the Department's Executive Leadership in policy and program planning consistent with current research and evaluation methodologies and statistical techniques.

Directs the analyses of agency resources and formulates plans for allocation of these resources by agency's priorities.

DIRECTOR, RESEARCH DEVELOPMENT AND POLICY ANALYSIS
(FINANCE) (continued)

Qualification Requirements

1. A Master's degree from an accredited college with a major in public administration, business administration, economics, political science, urban planning, law, or communications, and two years of satisfactory, full time experience in the area of management, research, or policy development in a large organization, at least eighteen (18) months of which must have been in executive, administrative, managerial, or supervisory capacity.
2. A baccalaureate degree from an accredited college in the areas described in "1" above and four years of professional experience in the areas described in "1" above, including the 18 months of administrative, managerial, executive or supervisory capacity as described in "1" above.

Direct Lines of Promotion

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