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# Example of Policy Analyst Job Description

Our company is growing rapidly and is looking for a policy analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for policy analyst

* Promote and actively participate in focused research projects with the objective of publishing results in both internal and recognized industry publications
* Participate actively and in a cooperative manner for the achievement of Department objectives and contribute to a positive team spirit
* Provide analytical support on issues pertaining to Air Force and Joint CBRN operations
* Provide support for AF modeling and simulation based decision support system applications
* Utilize judgment and subject matter expertise to identify possible courses of action
* Conducts research evaluation on medical devices, drugs, biologicals and procedures in order to evaluate safety and efficacy ensuring sound research design and analytical methods
* Drafts research reports on a variety of topics of interest to the department, in support of inquiries, appeals and other matters
* Design, coordinate and conduct research in any of Morrison Institute’s seven focal areas (water, education, governance, changing demographics, economic growth, criminal justice, human services and health) with special interest in criminal justice and health and human services
* Implement research methodologies and statistical procedures with accuracy
* Analyze and produce written summaries of quantitative data

## Qualifications for policy analyst

* Bachelor's degree or 5 years of directly relatable experience in the discipline
* Ability to influence, negotiate with, and persuade others is required
* Minimum of a 4-year Bachelor’s degree from an accredited university and 3 years’ experience in public policy, public affairs, communications, events management or related fields in an government environment
* Must be able to obtain and maintain SECRET level clearance
* Preferred active/current Industry certifications, such as ISC2 CISSP, ISACA CISA, CISM or EC-Council ECSA C|CISO
* 3-4 years of FISMA Program support, policy development, community awareness training, on FISMA teams engaged in periodic and continuous auditing and reporting