



Example of Operations & Policy Analyst Job Description

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Our company is growing rapidly and is looking for an operations & 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 operations & policy analyst

- Works with the Department of Justice to coordinate, review, analyze, and make recommendations concerning rate case filings
- Manages the Board's budget ensuring budget limitation is not exceeded
- Works with the OBMP Administrator and all stakeholders to assure that pilot training and continuing education programs are effective
- Under the direction of the Board, consults with and coordinates with other state and federal agencies charged with aspects of maritime commerce that impact piloting practices
- Undertakes any other function, task, or duty as may reasonably be assigned by the Board Chair, including, but not limited to, performing research and analysis, and obtaining documents and other evidence for Board activities, including rate hearings
- The Executive Director in collaboration with the PUC Chief Operating Officer provides the state legislature with appropriate budget recommendations and policy information and recommendations pursuant to Board direction
- Coordinate and manage cross-program business concerns related to information technology projects
- Oversees and provide functional direction to the work of project teams implementing enterprise-level initiatives across DHS
- Work products are highly visible and of significant interest to programs, legislators, legislative fiscal office, stakeholders and the Governor
- Coordinates change management and communication activities related to

Qualifications for operations & policy analyst

- Know and be able to apply information technology performance measures and evaluation processes
- Strong public speaking, presentation, writing and editing skills
- A Bachelor's Degree in Business or Public Administration, Architecture, Engineering, or any degree demonstrating the capacity for the knowledge and skills in building code application
- Extensive understanding of administration and enforcement of building codes for a municipality
- Ability to develop and deliver training courses related to interpreting and applying structural and mechanical provisions of the building code to other code knowledgeable individuals
- Ability to clearly explain highly complex policy and technical issues related to administration of the state building code typically performed by the local building official