

# THE COUNCIL OF STATE GOVERNMENTS

## JOB DESCRIPTION

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**TITLE:** Chief Policy Analyst – Fiscal Affairs & Government Operations

**CLASSIFICATION:** G-10 (\$51,693 - \$80,124)

**FSLA DESIGNATION:** Exempt

**REPORTS TO:** Director of Policy & Research

**GROUP:** Policy – National/HQ

### **Duties:**

The principal leadership position within CSG's Fiscal Affairs & Government Operations Policy Group. The Chief Policy Analyst provides day-to-day management and oversight of the group, including program development, project, budget and personnel management, membership outreach and coordination, substantial writing and contributions to CSG's policy series and articles, and fulfillment of the policy work plan. The Chief Policy Analyst works in cooperation with CSG's policy and executive management teams as well as regional offices, affiliates and members.

### **Specific duties:**

- Conceive and lead collaborative projects aimed at addressing issues of top concern to state officials in one or more states.
- Collect, monitor and analyze data on state legislative, executive and judicial actions as well as state and federal programs and the resultant impacts on states.
- Conduct research on innovative state fiscal and government operations, policies and programs and synthesize and analyze findings appropriate for a research and policymaker audience.
- Develop and write reports and other research products that are highly relevant to policy deliberations and easily understood by the public, media and policymakers, often in collaboration with the Communications staff, external writers and other consultants.
- Interact with national organizations, researchers and national policy experts in carrying out work on collaborative projects.
- Conduct outreach to state officials, participate in identifying and supporting policymakers interested in state fiscal and government operations policies and programs.
- Share expertise with CSG's regional offices and affiliate groups as requested and provide direct outreach to CSG members on fiscal affairs and government operation issues.
- Collaborate with regional staff as appropriate to provide CSG members with meaningful insights and information about fiscal affairs and government operation issues.
- Prepare concise and accurate written responses to requests for information.
- Prepare and make presentations to policymakers, other national organizations or other forums.
- Participate in efforts to provide timely state fiscal and government operations information to state policymakers, such as online webinars, state visits or through other forums.
- Plan, organize, and conduct meetings by arranging for speakers, identifying topics, supporting logistical planning, and preparing information.
- Ensure that senior staff and colleagues, consultants, or funders are aware of relevant project developments and that other work in the field is leveraged for the advancement of project goals.
- Develop and expand a knowledge base on state fiscal policy, state government operations processes and programming, taxation, state pensions and other relevant policy topics and best practices.

- Serve as CSG's principal resource and staff spokesperson on state fiscal affairs and government operations and participate in media interviews as necessary.
- Supervise additional policy and administrative staff as necessary.
- Participate actively in staff discussions and strategic planning meetings, assist with other project or program tasks and perform other organizational duties as assigned.

**Minimum Qualifications:**

- A bachelor's degree plus five years of relevant and progressive work experience in state government or with a public policy organization is required; advanced degree in economics or fiscal policy preferred. Up to two years of post-baccalaureate education (i.e. master's degree, advanced professional degree or doctoral degree) may be substituted for the required work experience.
- Strong research skills including internet research and personal interviews.
- Knowledge of state fiscal and government operations policy issues and programming.
- Strong writing skills, preferably including policy description and analysis as well as more general writing such as correspondence, memos and articles.
- Understanding of state policy development process.
- Skill and competence to work effectively with a myriad of state officials, including high level executive, legislative and judicial officials.
- Ability to work with leading experts in the state fiscal and government operations field including researchers, policy experts, program providers and private sector representatives.
- Skill and competence to work independently and to handle a variety of tasks and assignments concurrently.
- Able to maintain confidentiality and handle politically sensitive work.
- Self-motivated, able to take initiative and see complex tasks through to completion.
- Experience working collaboratively with multiple partners preferred.

**SALARY:**

Commensurate with experience

**DEADLINE:**

Submit cover letter, resume and 3 references by March 4, 2011 to <https://secured.csg.org/csg/jobs>

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