

JOB DESCRIPTION



Title:	Policy Advisor to the Governor	Date Created:	3/13/17
Department:	Governor's Office	FLSA Status:	Exempt
Reports To:	CAO/COO	Pay Grade:	

JOB SUMMARY (Basic functions and scope of the position)

The Policy Advisor serves as a strategic advisor to the Governor, policy and executive teams to develop and implement the Governor's policy agenda, conducting major policy reviews (as a project leader, on her/his own, or a member of a team), making recommendations on policy issues, and addressing stakeholder comments and inquiries on policy, within the assigned sectors. The Policy Advisor is assigned primary responsibility for specific areas, and within his/her areas of responsibility, they may undertake policy analyses and suggest legislative reforms through directing the drafting and development of changes to statutes, regulations and administrative systems. The Policy Advisor liaises with senior officials both within and out of government, and briefs the Governor and executive team on policy issues and draft legislation. The Policy Advisor is also responsible for preparing responses to correspondence and ongoing monitoring of issues within her/his areas of responsibility. The Policy Advisor prepares briefing notes, issue papers and discussion papers for the consideration and decision of the Governor and executive team.

DUTIES AND RESPONSIBILITIES (Essential functions of the position)

- Undertakes major policy and legislative reviews and analyses within the assigned sector; anticipates and identifies emerging issues, trends and problems; provides policy advice, including options and recommendations for resolution of issues and problems.
- Prepares briefing notes, background documents, issue and discussion papers, and briefs the Governor and executive team.
- Works with other branches as necessary to implement government policy in the form of new or revised legislation and administrative systems.
- Meets, consults and corresponds with other government officials, industry representatives and the general public to explain and receive comment on policy proposals and existing government policies.
- Provides independent analysis, advice and recommendations on complex issues; establishes their scope and determines the need for direction from the Governor and executive team.
- Consults with senior officials, both in and out of government, the legal community, interest groups and the general public in order to garner input for policy analyses and draft legislation.
- Works closely with stakeholders in drafting legislation, and assists in the implementation of policy decisions through changes to administrative systems, interpreting legislation, and explaining policy decisions.
- Provides analytical leadership within the executive branch and leads teams undertaking special projects, entailing the provision of general guidance and direction on specific issues.
- Briefs the Governor and executive team on policy issues and legislative changes and, upon request, provides technical advice to members of the legislature.

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- Provides independent analysis, advice and recommendations on complex issues and anticipates and identifies significant issues, establishes their scope and determines the need for direction from Governor.
- Provides expert advice to the Governor, executive team, interest groups and the general public.

INTERACTION WITH OTHERS (Internal/Organizational and External/Customer Contact)

Regular and substantial contact with others. Contact frequently involves discussions related to policies and programs and may include business development, providing solutions and answering questions, negotiations with vendors, solicitation of information, or similar situations. Handles sensitive, complex, and/or confidential information. Assess and resolve problem situations that may require influencing others to reach a consensus. Requires tact and diplomacy to handle difficult customer situations. Requires advanced interpersonal and communication skills to establish and maintain internal and external customer relationships in both the areas of sales and service. Explores alternatives and creative solutions to meeting the needs of the customer. Frequent external contact.

PROBLEM SOLVING

Problem solving involves identification and analysis of diverse problems; solutions are often found by reviewing standard documented processes and/or work procedures and modifying them to apply to the situation. Guidance is usually provided on what source(s) to consult, and decision is reviewed by supervisor before implementation.

DECISION MAKING AND DECISION IMPACT

Independent judgment is required to analyze problems and perform needs assessments. Uses judgment in adapting broad guidelines to achieve desired result. Regular exercise of independent judgment is used. Makes recommendations that affect policies, procedures and practices. Refers exceptions to policies and procedures to the supervisor.

SUPERVISION REQUIRED

Supervision is present to review broad objectives relative to basic position duties and day-to-day department duties. Basic work and decisions do not require direction or review by immediate supervisor.

SUPERVISORY RESPONSIBILITIES

None.

WORK COMPLEXITY

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Tasks and responsibilities require integration of diverse functional areas and may involve many different variables. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

COMPETENCIES

- Analytical Thinking - The ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues, including the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner; ensuring the validity or accuracy of all information.
- Managing Change - Demonstrating support for innovation and for organizational changes needed to improve the organization's effectiveness; supporting, initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.
- Managing Performance - Taking responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.
- Persuasive Communication - The ability to plan and deliver oral and written communications that are impactful and persuasive with their intended audiences.
- Building Collaborative Relationships - The ability to develop, maintain, and strengthen partnerships with others inside or outside of the organization who can provide information, assistance and support.
- Customer Orientation - Demonstrated concern for satisfying one's external and/or internal customers.
- Strategic Thinking – Analyzing the organizations competitive position by considering the market and industry trends, existing and potential customers (internal and/or external), and strengths and weaknesses as compared to competitors.
- Personal Credibility – Demonstrated concern that one be perceived as responsible, reliable, and trustworthy.
- Flexibility – Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.

PHYSICAL AND MENTAL DEMANDS

- This position requires a high level of physical and mental endurance, often requiring the completion of intellectually demanding tasks in high-pressure situations.

WORKING CONDITIONS AND WORK ENVIRONMENT

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- Monday through Friday, 8am-5pm. Evenings and weekends as needed.
- Some travel required.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

- Bachelor's Degree
- Minimum of two (2) years of policy experience

This job description is intended to provide general information and describe the requirements of the position. Actual duties, responsibilities, and qualifications may vary based on assignments or projects. This document is not to be construed as an exhaustive statement of duties, responsibilities, or requirements and does not imply a contract between the State of North Dakota and the employee. The company retains the right to change the job duties, responsibilities and qualifications as deemed necessary.

Applications may be sent to jodeehanson@nd.gov.