

CITY OF CHATTANOOGA
Classification Specification Title: Policy Analyst

Department: Executive Branch

Pay Grade: GS.09

Supervision Received From: Deputy Chief of Staff

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 7/01/22

**Revision Dates: 4/3/25;
10/20/23**

CLASSIFICATION SUMMARY:

Responsible for complex policy research and analysis for the City of Chattanooga. Work is performed in the Office of the Mayor, and through a combination of research, statistical analyses and report writing. Work is non-routine in nature, and requires independent judgment to complete tasks. This position reports to the Mayor's Chief of Staff or designee.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Applying specialist knowledge in evaluating existing City policies and determining if new and existing policies align with the Mayor's objectives and goals.

Consulting with both internal and external stakeholders in order to ensure all relevant factors are met.

Identifying issues within existing policy frameworks and formulating solutions.

Ensuring that legal requirements are met for both policies and their respective amendments.

Reporting new policy proposals and their findings as well as amendments to existing policies.

Drafting amendments to policies and submitting review proposals.

Editing new and existing policies or amendments as needed.

Documenting the policy process and updating status to prospective stakeholders.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor's degree in Public Policy, Political Science, Sociology, Statistics or related field requiring the application of statistical analyses, and four (4) years of experience performing policy research and analysis or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS:

Knowledge of various research methodologies pertaining to organizational performance measurement. Knowledge of evaluation techniques and monitoring practices for implementation. Knowledge of lean and continuous improvement methods. Knowledge of human centered design methods. Ability to research and provide formal analyses and recommendations. Ability to analyze data to evaluate effectiveness and make recommendations based upon insights. Ability to understand both qualitative and quantitative aspects of data and performance measurement. Works collaboratively and maintains positive interdepartmental partnerships. Demonstrated capacity for innovation, self-motivation, self-learning and goal achievement. Strong critical and creative thinking skills to assess and resolve problems or issues by gathering and assessing information and using independent, professional judgment. Skilled in working with a variety of internal and external stakeholders. Skilled in coaching and supporting teams, especially in performance management and lean continuous improvement. Skill in effective written and oral communications that articulate complex information and issues clearly and simply. Skilled in gaining insight from quantitative and qualitative data.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.