



Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB19589e
Opening Date: 11/10/2009
Closing Date: 12/31/9999



Policy Analyst - Washington Management Service

\$55,000 - \$80,000 annually DOQ

Agency Information

PLEASE NOTE: DO NOT APPLY IN E-RECRUITING FOR THIS POSITION. PLEASE SUBMIT THE REQUIRED APPLICATION PACKET DIRECTLY TO THE WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD PER THE INSTRUCTIONS AT THE END OF THIS JOB POSTING.

POSITION OVERVIEW:

The Workforce Training and Education Coordinating Board (Workforce Board) is seeking the right person to analyze public policy issues related to workforce development with an emphasis on meeting the current and near-term future needs of employers and align the state's economic and workforce development policies and resources. The policy analyst will work with internal and external stakeholders to develop new policy recommendations for Board action and assist with developing policy advice for the Governor and Legislature. Our office is located in the Olympia downtown business district near unique shops and restaurants, city parks, Capitol Lake, and the Puget Sound waterfront.

Key responsibilities include:

- * Ensuring that the Workforce Board's policy decisions are founded on comprehensive, relevant, and actionable analysis of emerging issues;
- * Representing the Board before legislators and other policy-makers and other stakeholders involved in developing workforce policies;
- * Providing critical support to two of the Board's core functions;
- * Coordinating policy planning for the workforce development system; and
- * Advising the Governor and Legislature on workforce training and education on policy.

AGENCY PROFILE:

The Workforce Training and Education Coordinating Board is responsible for advising the Governor and Legislature on workforce development policy, coordinating policy for the workforce development system, assessing workforce development needs of the employers and workers in the state, and evaluating the effectiveness of the workforce development system.

Duties

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Principal responsibilities include:

- * Researching current and emerging policy issues and proposals in Washington and other states, the federal government, and the literature on workforce training, with an emphasis on meeting industry needs and economic development;
- * Representing the Board before, and in discussions with, legislators and other policymakers and stakeholders, and serving as the Board's liaison with the House and Senate committees on economic development;
- * Cooperating and developing policy proposals with stakeholders in other agencies, and business and labor organizations at the state and local levels;
- * Analyzing the pros and cons of alternative policy and budgetary positions and make recommendations to the Board;
- * Preparing briefing papers, planning documents, and reports, and making oral presentations; and
- * Organizing and leading teams of senior-level, highly professional staff.

Qualifications

REQUIRED QUALIFICATIONS:

- * Graduate degree in social science, education, or related field from an accredited college;
- * Demonstrated ability to research and evaluate the advantages and disadvantages of policy proposals, including legislation, regulations, and planning documents;
- * Ability to work well with diverse stakeholders in developing public policy proposals;
- * Ability to organize and lead teams of senior level staff;
- * Ability to speak and write effectively, including communicating complicated policy issues in an easily understood manner;
- * Demonstrated knowledge of educational, economic development, social or human services programs and policies.

DESIRABLE QUALIFICATIONS:

- * Knowledge of Washington workforce programs, stakeholders, and policies
- * Knowledge of Washington economic development programs, stakeholders, and policies
- * Knowledge of Washington's strategic industries
- * Demonstrated ability to work effectively as part of the state legislative process
- * Demonstrated skills in research methodology including quantitative analysis

Special Notes

All applicants must prove authorization to work in the United States at the time of a job offer.

Our family-friendly benefits package includes eleven paid state holidays; vacation, sick, military, and civil leave; medical, dental, life, and long-term disability insurance; state retirement plan; optional participation in a deferred Compensation Program offering a variety of investment options; and extensive opportunities for career growth and personal development.

Other Information

APPLICATION PROCESS:

This recruitment is open until filled. The hiring authority reserves the right and may exercise the option to make a hiring

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decision at any time. Therefore, we encourage you to submit your application materials as soon as possible.

Interested candidates should submit a detailed resume, professional references, cover letter describing your interest and qualifications for this position, and the optional Applicant Profile Data Form (which may be found by clicking on the link at <http://www.dop.wa.gov/Resources/Forms>) to the address listed below.

Karla Thomas
Executive Assistant
Workforce Training and Education Coordinating Board
PO Box 43105
Olympia, WA 98501-3105
(360) 753-5682
FAX: (360) 586-5862
kthomas@wtb.wa.gov

Note: If you have questions or need assistance with the application process, please contact Karla Thomas at 753-5682.

The Workforce Training and Education Coordinating Board is an equal opportunity employer.

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