CHANGING
Maryland
for the Better

GOVERNOR'S COORDINATING OFFICES
COMMUNITY INITIATIVES · SERVICE & VOLUNTEERISM · MINORITY AFFAIRS
CRIME CONTROL & PREVENTION · CHILDREN · DEAF & HARD OF HEARING
PERFORMANCE IMPROVEMENT · GRANTS

Governor's Office for Children Position Description

Policy Analyst – Education Focus
Grade: 18
Salary Range: $49,899 (Grade 18 base) - $69,825 (Grade 20, step 6)

The Governor's Office for Children (Office) operates under a vision that all of Maryland's children, youth, and families will live and prosper in healthy, safe, and thriving communities. The Policy Analyst position provides policy expertise to programs and initiatives that support the Governor's agenda to ensure the well-being of Maryland's children and families.

The **Policy Analyst - Education Focus** position requires proficiency across the spectrum of social policy, education, human services, data collection and analysis, and the local service delivery system. Education, experience, or training in education policy is preferred. The position requires knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of public policy issues, including in-depth research, analysis, communication, project planning and coordination, and monitoring. This position may provide technical assistance and guidance to external stakeholders on policy issues relevant to the Office and represents the Office's mission, vision, goals, and policy positions at key committees, councils, and workgroups. Duties include:

- Analyzing policy issues and developing recommendations: (50%)
    - Researching and analyzing existing and emerging program and policy areas at the federal, state, and local levels.
    - Identifying issues critical to the Governor's agenda, the Children's Cabinet, and the Office.
    - Collecting and analyzing relevant data, research, and information.
    - Reporting findings, and proposing new policies for addressing problems.
    - Evaluating the effects of existing policies and government programs.
- Providing technical assistance and guidance to the 24 Local Management Boards (30%)
    - Working in conjunction with the Chief of Policy and other policy analysts to develop, coordinate, and implement a comprehensive technical assistance plan for the Local Management Boards.
    - Delivering training and technical assistance to the Local Management Boards on policy implementation.
- Writing and coordinating publications and communications (15%).
    - Leading or assisting in the development of Joint Chairmen's Reports and other reports as needed.
    - Contributing content to the Office's website, Local Management Board newsletter, and social media accounts.
- Representing the Office at various councils, workgroups, and conferences (5%).

Preferred Qualifications:
- Five to seven years professional experience in policy development and analysis, research, cost benefit analysis, or statistical analysis; a particular focus on education policy a plus.
- Bachelor's degree from an accredited college or university, including coursework in education, political science, public policy, sociology, social work, psychology, or a related field.

- Excellent analytical research skills.
- Excellent written and verbal communication skills including the ability to complete succinct policy briefs as well as lengthy reports.
- Experience with communications, including drafting, editing, and reviewing publications and reports.
- An educational and professional focus on providing training and technical assistance to both internal and external stakeholders and community partners.
- Strong commitment to public service.
- Demonstrated ability to effectively present oral and written information and accurately respond to questions individually and in a group setting.
- Self-motivated with strong organizational skills, superior attention to detail, the ability to manage multiple tasks, and the ability to prioritize to effectively manage workload with minimal direct supervision.
- Proficiency in utilizing Microsoft Office and Google applications.
- Possession of a valid Maryland driver license with the ability to travel in-State with occasional overnight travel.

This is a special appointment. To apply, please submit your resume and cover letter to Kim Malat, kim.malat@maryland.gov AND through the Governor's Appointments Office portal: https://govapps.md.gov/appointments/apply/. Submission through both is required to be considered for this position.