

DIVISION OF POLICY DEVELOPMENT

PROGRAM AND POLICY ANALYST WORKING TITLE: RULES COORDINATOR [RESEARCH & POLICY]

POSITION SUMMARY

This position is supervised by the Executive Director-Supervisor; however, their work is led by both the Executive Director- Supervisor and the Policy Director for the Division of Policy Development. This position acts as the department and board liaison on all new administrative code requirements and revisions initiated by the boards or department to ensure that established criteria are met. The position conducts policy research and data analysis and documents findings to show trends. The position performs a broad variety of responsibilities and complex policy research and administrative activities requiring initiative, independent judgment and knowledge of a wide range of statutes and administrative code. The position also provides other related research and analysis for the division, assigned boards, councils and committees as necessary.

GOAL AND WORKER ACTIVITIES

60%

- A. Assist the Executive Director, Policy Director and Division Administrator in all matters pertaining to the analysis, development and implementation of regulatory policies for assigned programs and professions.**
- A1. Assist the Policy Director with coordinating legislative initiatives, including providing research and data analysis and assisting in the drafting of legislation.
 - A2. In collaboration with the Executive Director, inform the Policy Director of any issues that should be addressed in relation to assigned programs or professions.
 - A3. Assist the Policy Director with administrative rule making process including but not limited to: providing testimony on behalf of boards for the Small Business Review Advisory Committee, assisting with providing fiscal estimate and economic impact analysis information and providing testimony for Joint Committee for Review of Administrative Rules.
 - A4. Assist the Policy Director with media, legislative, association and general public inquiries.
 - A5. Prepare reports for weekly meetings with the Executive Director-Supervisor and Policy Director to provide updates and discuss priority issues of the assigned programs and professions.
 - A6. Analyze processes and procedures and make recommendations to bring in line with best practices and statutory mandates.
 - A7. Analyze regulations and suggest modifications to bring in line with best practices and statutory mandates.
 - A8. Prepare documents that explain complex data and research findings to show trends and patterns.
 - A9. Compose or direct the production of reports, position papers, memoranda, letters, newspaper articles, as assigned to document program development findings, implement program development policies, respond to requests for program development, and assess the cost benefit of proposed policies and programs.

35%

- B. Coordinate the development and administration of the rule-making process for the Division by drafting rule language and serving as department liaison with the Revisor of Statutes, Legislative Council Rules Clearinghouse, JCRAR, Senate and Assembly standing committees, and the Senate and Assembly Chief Clerk's offices during development of administrative rules from inception through the promulgation process.**
- B1. Establish and oversee all new administrative code requirements and revisions within the department to ensure that established criteria are met.

- B2. Independently develop and administer rule-making plans and timetables for submittal of proposed rules to the Revisor of Statutes for publication of Statements of Scope/Notices of Hearing/Final Drafts/Orders Adopting Rules in the administrative register, to the Legislative Council Rules Clearinghouse, and the appropriate legislative committees.
- B3. Initiate publication and filing of statutorily required scope statements, coordinate preparation of all proposed orders to the Legislative Council Rules Clearinghouse. Draft notices of filing rules with the Rules Clearinghouse for filing with the Revisor of Statutes and the Department of Administration.
- B4. Research, evaluate, and edit review analyses for administrative rules and draft rule text language following the standards established by the Revisor of Statutes and the Legislative Council Rules Clearinghouse are met, and to ensure lay readability.
- B5. In conjunction with the Executive Director, facilitate the public hearing process, including publication and distribution of notices, assisting the board and department with the conduct of the public hearings (including emergency rule hearings).
- B6. Initiate and coordinate the preparation of the final draft rule incorporating appropriate revisions to the analysis and rule text following public hearing and initiate transmittal of rules to the presiding officers of the legislature.
- B7. Draft letters to the legislative committee co-chairs for submitting modifications to a rule during the committee review period. Modify, if necessary, the review period expiration and update tracking system.
- B8. Initiate the official withdrawal of rules, notifying presiding officers of the legislature, the Revisor of Statutes and the Legislative Council of the department's intent to withdraw rules prior to promulgation.
- B9. Provide guidance to department staff and administer the promulgating of emergency rules and/or extension requests, ensuring that Revisor of Statutes requirements are met, as well as, submission to JCRAR for extensions are completed prior to expiration of emergency rules as directed by department staff.
- B10. Audit the content of rule documentation, including Scope Statement, draft rules, emergency rules, final rules, and rule proofs to ensure accuracy.
- B11. In conjunction with the Policy Director, evaluate state legislation for impact on the department's administrative rules process; identify statutory directives requiring administrative rule action; advise department staff regarding other agency rules that might affect the department and report on rules activity to Executive Director.
- B12. Produce a final draft report incorporating recommendations of the Legislative Rules Clearinghouse for each rule evaluated.
- B13. Review Administrative Registers and Administrative Rule Bulletin of Proceedings, identify inaccurate information, and notify the Rules Clearinghouse of needed corrections.
- B14. Under the direction of the Policy Director and Executive Director, liaison with committee clerks of standing committees that review department rules on issues relating to timing of review, department contacts, and procedural questions pertaining to the review process.
- B15. Under the direction of the Policy Director and Executive Director, liaison with the Joint Committee for Review of Administrative Rules (JCRAR) during a legislative committee review of a rule. Notify appropriate staff if JCRAR desires a meeting/hearing on a rule.
- B16. Attend board, committee and council meetings to provide advice on the rule-making process and receive policy direction for rules projects.
- B17. Oversee all new administrative code requirements and revisions within assigned programs and professions

to ensure the goals of the regulatory body and statutory mandates are met.

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C. Perform miscellaneous tasks as directed by Executive Directors, Policy Director and Division Administrator.

KNOWLEDGE, SKILLS, AND ABILITIES

- Administration principles and processes, including strategic methods
- Policy analysis and development
- Grammar, punctuation and proofreading skills
- Interpersonal skills
- Legislative and state budget process, including fiscal management
- Administrative law, evidence, and the statutes and rules related to the department
- Provide a high level of customer service and public relations
- Problem solving skills
- Effective oral and written communication skills
- Organization skills
- Utilizing technology, such as a computer and appropriate software
- Ability to work as a team