

WESTERN STATES WATER COUNCIL POSITION OPENING

The Council is a government entity established in 1965 by western governors to provide policy and program advice on matters related to the conservation, protection and development of water resources. Seventeen states participate and members are appointed by their respective governors. The Council offices are in Murray, Utah in the center of the Salt Lake Valley. See www.westernstateswater.org

TITLE: POLICY ANALYST

CLOSING DATE: October 30, 2020 [or Until Filled]

SAFETY SENSITIVE: [None]

SUPERVISORY LEVEL: [None]

PAY RANGE: \$20.00 - \$33.50/hour [Depending on Qualifications - \$42k-\$70k]

EMPLOYMENT BENEFITS: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay.

FLSA EXEMPT: Yes

EEO DESIGNATION: Professional

CAREER SERVICE PROBATIONARY PERIOD: 12 months

WORKING CONDITIONS: Everyday Office Risks

PHYSICAL REQUIREMENTS: Sedentary, but with some lifting required.

PURPOSE AND DISTINGUISHING CHARACTERISTICS

Under general supervision of the Executive Director, perform professional level work in water related areas such as research and analysis, reviewing and tracking state and federal legislation, rules, regulations, policies and directives, provide staff support to the Council, its members, committees and subcommittees, and assist with preparation and review of external Council positions and internal administrative policies.

EXAMPLES OF TASKS

(Tasks typically associated with the job. This list is not all-inclusive and may vary, as directed.)

- Assists in identifying and examining issues, trends and program impacts.
- Performs research and detailed analysis of complex and critical water-related issues impacting the western states.
- Evaluates the impact of specific rules, policies, directives and programs.
- Remains current on executive, legislative and judicial branch developments nationally and assesses potential impacts on western states.
- Presents analysis results and makes recommendations to the Executive Director, the Council and state agency managers and policymakers.
- Writes and edits policy and position memos, technical reports, newsletter articles and other documents based on research, investigation or analysis.
- Assists in developing Council policy positions for possible action.

- Provides staff support to the Council's members, committees, subcommittees and other task forces and work groups as assigned.
- Assists with planning, organizing and preparing briefing materials and making oral presentations on various subjects at Council meetings, conferences and workshops, as well as representing the Council at similar meetings of governmental agencies and non-governmental organization.
- Responds to inquiries from the public.
- Other tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

(This list contains KSAs that are typically associated with the job, and are not all-inclusive)

- Think critically to analyze issues and identify underlying principles, patterns, or facts to draw conclusions and make sound judgments.
- Frame problems by identifying key facts, exploring alternatives and possible consequences, and propose potential courses of action.
- Provide objective analysis and recommendations under time constraints.
- Perform complex research and tasks requiring independent judgment.
- Understand legal and legislative terminology, processes and procedures.
- Analyze policy and legislative issues and provide sound advice.
- Establish and maintain effective working relationships with co-workers, colleagues, and stakeholders.
- Listen to and understand information and ideas presented verbally.
- Read and understand information and ideas presented in writing.
- Communicate and convey information and ideas (orally and in writing) accurately, clearly, concisely, and effectively – internally and publically.
- Familiarity with state and federal water related issues, laws, rules and policies preferred.

OTHER REQUIREMENTS

- A BA/BS in a related field with two years or more broad-based experience preferred.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing; bending; carrying light items, etc. Special physical demands are not required to perform the work.
- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g. safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Some overnight out of state travel is required at times, as assigned, generally no more than 4-6 trips per year of 2-3 nights each.

For more information, visit www.westernstateswater.org or call 801-685-2555. Resumes may be emailed to credding@wswc.utah.gov.