

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a Policy Analyst (Workforce Development) position. This position is a full-time position in the state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position is up to \$65,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources. Writing samples are requested and may be requested prior to the interview if not submitted.

Apply Online

Review of applications will begin immediately. **The position will remain open until filled.**

POSITION:	Policy Analyst
DIVISION:	Workforce Development
JOB LOCATION:	Oklahoma City
SALARY:	\$50,000 - \$65,000
JOB NUMBER:	J-780

POSITION DESCRIPTION & ESSENTIAL JOB FUNCTIONS:

The Policy Analyst is responsible for coordinating the development and revision of Workforce Development policies and monitoring the release of policies and guidance from the United States Department of Labor, Employment & Training Administration, and federal partner agencies. Specifically, the Policy Analyst is responsible for researching, interpreting, and analyzing federal/state law, communicating policy recommendations, writing policies, facilitating workgroups, providing technical assistance, and representing the Oklahoma Office of Workforce Development (OOWD) in public settings.

The Policy Analyst will work closely with OOWD team members to ensure policies are developed timely, updated regularly, and include input from workforce system partners. This position requires extensive verbal and written communication skills, a mastery of multi-tasking and prioritizing, the ability to plan and facilitate various meetings, a willingness to travel, an interest in relationship building, and a passion for helping create better opportunities for job seekers and improved economic success for Oklahoma.

Under the direction of the Deputy Director, the Policy Analyst will be responsible for a broad range of



activities to ensure compliance with the Workforce Innovation and Opportunity Act (WIOA) and all applicable regulations.

ESSENTIAL FUNCTIONS

- Research, interpret and analyze federal and state workforce laws and other guidance.
- Develop new policies with input from subject matter experts and update existing policies.
- Facilitate workgroups.
- Provide internal and external technical assistance.
- Serve as liaison for internal and external partners on workforce development law and policy, including specific topic areas such as WIOA state and local governance requirements.
- Assist with special projects that may arise, including but not limited to miscellaneous research, grant reviews, review of governance documents, and monitoring.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Communication (including active listening and being audience-centered, orally and in writing)
- Demonstrated facilitation and coordination experience
- Interpersonal skills and relationship building
- Facilitation and negotiation (based on an understanding of each partner's interests and priorities)
- Development and implementation of internal and external policy and process
- Visionary capabilities to overcome barriers to success
- Federal funding processes and procedures

Skill in:

- Project management and coordination
- Presenting ideas effectively verbally and in writing through a variety of means
- Eliciting information and effective listening
- Networking
- Problem-Solving
- Project Management
- Monitoring
- Multi-tasking
- General computer applications.

Ability to:

- Capability to interpret and apply regulatory practices, rules, and policies to factual situations
- Capability to understand, interpret, and communicate federal, state, and local laws
- Provide training and presentations
- Gather, interpret, analyze, and evaluate data
- Operate with a high degree of ethical and professional obligation
- Identify ramifications of decisions, anticipate problems, and take proactive action
- Establish and maintain effective working relationships with people of diverse backgrounds, internal and external to the organization



- Work well in a team environment
- Meet urgent deadlines with short-turnaround times in a highly political environment
- Cultivate partnerships at the local, regional, and state levels
- Be willing to be open, equitable, and transparent

EDUCATION AND EXPERIENCE:

- A bachelor's degree in a related field from an accredited college/university or equivalent combination of education and experience is required.
 - Examples of related fields would include (but are not limited to) public administration, business administration, communication, public policy, Human Resources, Employment Law, etc.
- 3-5 years of experience working with federal, state, or private grants preferred.
- 3-5 years of professional experience working with federal or state law.
- Experience with policy development directly tied to federal grants.
- Experience in workforce development and the workforce development system.

AA/EOE