



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Policy Specialist I

The Pennsylvania Treasury Department is looking for a dedicated individual who is interested in a rewarding career in government service, where you serve others and the greater public good every day. The Policy Specialist I will perform the review of assigned segments of Treasury programs as a member of a study team or review singular programs under the direction of the Director of Policy.

TREASURY DEPARTMENT OVERVIEW

The Pennsylvania Treasury Department is an independent agency led by the elected State Treasurer and one of the largest state treasuries in the country, serving as custodian of more than \$150 billion. Treasury plays a critical role in state government operations, acting as the custodian, investor, and disbursing of funds for nearly all state agencies. Treasury also offers a wide range of programs and services to Pennsylvania families, including the PA 529 College and Career Savings Program; the PA ABLE Savings Program for people with disabilities; and our work to return more than \$4 billion of Unclaimed Property to its rightful owners.

DESCRIPTION OF WORK

- Conducts studies of programs to identify key policy issues impacting the priorities established by the Treasurer and drafts policy recommendations for programmatic direction to department managers in the development of programs and initiatives consistent with department goals and objectives.
- Meets with program managers to gain knowledge of program mandates, policy issues, and existing legislation to advise department management of critical policy issues and legislative requirements. Work is distinguished from the higher level by the supervision received during the conduct of studies, the technical direction provided, and the scope and complexity of study data and conclusions.
- Reviews assigned segments of Treasury programs as a member of a study team.
- Analyzes and researches program policy issues and identifies policy options to be considered in development of an overall program policy recommendation.
- Attends legislative committee hearings and meetings with program managers to assess the impacts of legislative initiatives on Treasury policy and prepares reports of findings and analysis.
- Assists in the development of executive policy recommendations by drafting portions of the recommendation based upon the study and analysis.
- Works closely with higher level policy specialists or managers to develop and use advanced analytical techniques and to develop skill in drafting comprehensive policy recommendations.
- Performs work of a comparable nature.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and methodology use in the collection, analysis, and presentation of statistical, economic, or administrative data.
- Knowledge of techniques used in policy research, program analysis and planning.
- Knowledge of the social and economic programs of state government, and the laws and regulations governing state agencies and programs.
- Knowledge of the structure and operations of state government, and its relationship to federal, regional and local governments.
- Ability to conduct complex research projects and prepare detailed analysis and recommendations.
- Ability to conceive, identify and analyze complex policy issues and construct research projects.
- Ability to establish and maintain effective working relationships with department program officials, co-workers, and officials of other governmental units.
- Ability to communicate effectively both orally and in writing.

MINIMUM EXPERIENCE AND TRAINING

Two years of governmental policy analysis and planning experience, and a bachelor's degree; or

Any equivalent combination of experience and training.

WORK SCHEDULE AND ADDITIONAL INFORMATION

Full-time employment: 37.5 hours

Work hours: 8:00AM – 4:30PM

Starting Salary: \$55,061

Location: This position is headquartered in Harrisburg. This position will have the opportunity to work from home (telework) up to 2 days a week. Management may discontinue the telework arrangement at any time, for any reason. In order to telework, you must have a securely configured high-speed internet connection. You will be required to report to the headquarters office in Harrisburg when needed. If you are unable to telework, you will report to the headquarters office in Harrisburg. The location where you perform your telework must be located within the Commonwealth of Pennsylvania.

In addition to the base salary, Treasury offers an attractive benefits package. Benefits include multiple medical plan options; supplemental benefits including prescription, dental and vision insurance plans; retirement plan; optional deferred compensation plan; group life insurance; voluntary insurance programs; and paid leave benefits including vacation, sick and parental.

A perpetual institution, Treasury is proud to engender and facilitate an environment that fosters the personal development, intellectual enrichment, and professional advancement of its employees. Treasury is also committed to creating a diverse and inclusive environment and is an

The Pennsylvania Treasury Department is proud to be an Equal Opportunity Employer and is committed to strengthening diversity & inclusion within our agency.

equal opportunity employer. All qualified applicants will receive due consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

CONTACT INFORMATION

For immediate consideration, please submit a resume by June 7, 2023, to: Pennsylvania Treasury Department at hr@patreasury.gov. Questions may be directed to Human Resources at 717-787-5979.

For more information about Treasury, visit www.patreasury.gov

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