



Policy Specialist

DESCRIPTION: The Policy Specialist will work under the supervision of the Director of Policy to support the Treasurer's policy and programmatic agenda and other initiatives as directed by leadership.

The Policy Specialist will:

1. Gather and report on the available quantitative and qualitative data, as well as support new data collection efforts in order to identify important trends or other information that may be useful in formulating new policy proposals.
2. Conduct literature reviews by synthesizing research reports, best practices, policy recommendations, and market insights.
3. Develop written work product for multiple audiences that incorporates the results of the team's investigations as either the lead or contributing author.
4. Conduct original policy analysis including:
 - a. Identify policy problem, its subparts, causes, and direct and indirect effects;
 - b. Research relevant case studies;
 - c. Synthesize best practices;
 - d. Identify key stakeholders and their concerns;
 - e. Propose and weigh policy solutions against relevant criteria, considering any constraints;
 - f. Develop policy recommendations.
5. Manage and work on multiple projects, work within tight deadlines, and prioritize work as necessary.
6. Work collaboratively with Treasury staff to ensure alignment between the Treasury's fiduciary responsibilities, programmatic management, external relationships, and policy agenda.
7. Monitor, research, and advise on emergent issues.
8. Perform other duties and lead other projects as directed by the Policy Director.

Required Education, Skills, and Knowledge:

Education: Bachelor's Degree with 2-3 years of experience or recent graduate of an advanced degree in public policy, business, public administration, or a related discipline.

Experience: Experience working on projects aimed at informing and advancing effective public policy. Demonstrated knowledge of policy-making and issue campaigns at the state or local

level. Demonstrated ability to build relationships among stakeholders with a range of interests and perspectives.

Skills: Excellent written communication skills. Ability to identify and analyze highly complex policy issues; design and conduct research studies; and develop recommendations. Ability to present complex policy recommendations involving social and economic impacts, in a form conducive to program modification and/or development. Ability to work under short-term and long-term deadlines. Ability to exercise a logical and resourceful approach to researching, and evaluating problems.

Knowledge: Significant coursework or experience that demonstrates competency in at least one of the Treasurer's priority areas:

Fiduciary Responsibilities: which includes fiscal discipline, government integrity and accountability, transparency reforms, public sector pension best practices, principles of institutional investing, working knowledge of responsible investing/ESG investor issues, and shareholder engagement processes;

Opportunity Agenda: which includes children savings accounts, universal private sector retirement security, policies intended to expand access to wealth-building opportunities, income transfers, and consumer protection.

Interested candidates should send resume and writing sample to hr@patreasury.gov.

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