



Department of Housing and Community Development

NOTIFICATION OF VACANCY

June 28, 2016

**GO Virginia Policy Analyst
(Policy & Planning Specialist II)**

POSITION #00377

LOCATION:

**DHCD
600 E MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

Negotiable up to \$60,000

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development seeks an energetic and experienced policy analyst to join the Policy & Legislative Office team to support the Growth and Opportunity Fund (GO Virginia) and board. This position provides policy, data analytics and logistical support to the GO Virginia Board and its goals for regional collaboration by providing expertise in research, data analytics, program evaluation, policy analysis, grant management, and performance management. The result of these activities will assist regional councils, local governments, state agencies other state boards, gubernatorial and legislative study commissions, and other public/private entities with vital interests in community development and economic development. Convey information and recommendations through written reports, legislative analysis, position papers, or the drafting of legislation. Collaborate with community and economic development staff to ensure the maximal use of resources in community and regional economic development priority initiatives as determined by the Regional Councils and GO VA Board.

QUALIFICATIONS GUIDE:

Experience conducting data analysis, data analytics, metrics, and other research to assist the policy, planning, and legislative processes. Ability to understand statewide strategic policy initiatives related to regional, entrepreneurship, economic and workforce issues. Considerable knowledge of policy analysis, data analytics, plan development, research, grant management and performance management. Knowledge of economic development, and diversification of regional economies; ability to design and conduct programs as well as to make technical presentations. Ability to draft reports and policy statements. Ability to evaluate programs, trends and administer grants. Ability to work with a variety of state officials, policy boards, legislative bodies, agency staff and the public. Demonstrated ability to communicate effectively orally and in writing. Ability to use a PC and a variety of software to produce data and graphics. A degree in public or business administration, political science, policy analysis, planning or a related field would provide the basic background required for this position. Experience in the application of policy analysis, metrics, program evaluation, grant management or planning/strategic planning methods. Valid driver license and a criminal records check is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> THIS POSITION IS OPEN UNTIL FILLED

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.
