

Policy Analyst

General Job Description

The Policy Analyst is a management support role applying analysis, strategic planning and project management skills to various assignments with oversight from the Senior Director, Business Attraction & Retention and the Senior Deputy Director of Commerce.

The Policy Analyst is responsible for a portfolio of specific projects, including:

- Development and maintenance of the departmental case management database, built in Intuit Quickbase;
- Support business attraction and retention efforts through business lead research and project fulfillment;
- Tracking and summarizing for publication a variety of data relating to the health of Philadelphia's economy;
- Research implications of proposed local/state/federal legislation; work with senior management to formulate position and write testimony as appropriate;
- Tracking and analysis of departmental performance metrics to guide program and investment decisions;
- Preparing presentation materials as needed;
- Provide project-based support as needed through general research, writing assignments, or other activities; and
- Other duties as assigned.

Typical Examples of Work

- Perform the appropriate recordkeeping, database management, GIS services and PowerPoint presentation preparation to support Department of Commerce management.
- Research, analyze and report on various best practices for applicability to Department of Commerce economic development priorities.
- Work collaboratively with colleagues across various City of Philadelphia departments to produce policy documents for publication.
- Project identification and program management of the Department of Commerce Capital Program and other capital project requests such as Commonwealth RACP.
- Produce analytic tools to influence decision-making, such as creating maps to analyze census tract compliance of departmental contracts.
- Draft talking points, policy guidelines/statements and other written work product as needed.

Qualifications: Excellent written and verbal communication skills; Microsoft Office proficiency; Adobe Suite proficiency; ArcGIS proficiency; knowledge of relational database principals; technical expertise in statistical and economic analysis; Graduate degree preferred.

To apply, please submit a letter of interest, resume and 2-page writing sample to Letitia McNeil, letitia.mcneil@phila.gov by 5pm, Monday October 27, 2014. Optional Additional Submission: up to 5 design portfolio pages illustrating graphic/mapping capabilities.