

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Commerce Policy Analyst 1	Due Date: March 10, 2014
Grade: SG-23	Salary Range: \$66,375 – 83,954
Appointment Type: Permanent	Negotiating Unit: PS&T
Jurisdictional Class: Non-Competitive	

Department: Policy Planning & Development

Location: 625 Broadway
Albany, NY 12245

Responsibilities:

Incumbent will extract industry information from subscription services such as D&B Market Insight Database, Hoovers and EMSI. Incumbent will generate business leads through identification of firms in targeted sectors and geographies; tract aggregate firm-specific employment using QCEW data, and demonstrate a solid understanding of economic indicators, performance measurement and metrics, as well as an understanding of issues of measuring employment and industry growth. Incumbent will work with the U.S. Department of Commerce data, especially from the Bureau of Economic Analysis and Census Bureau and conduct GIS and mapping projects using ArcGIS software. Incumbent will need economics expertise, including cost-benefit analysis, industry sector analysis and understanding of business structure. Proficient use of Excel and Access is required.

Minimum/Preferred

Qualifications:

A Master's Degree or equivalent in Economics, Public Administration, Public Affairs, Policy Sciences, Political Science, Government or a related field and at least two years of experience requiring the analysis and interpretation of governmental policy issues and preparation of written reports.

Substitution: Significant post-master's degree course work in the specialty area may be substituted for the specific experience requirement on a year for year basis for up to two years.

Contact Information:

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Additional: Please forward cover letter and resume to e-mail address above. Be sure to indicate position title you are applying for and specify how you meet the minimum qualifications in your cover letter. *(New York State is an equal opportunity/affirmative action employer.)*

2/24/14