

## Job Description

<b>Job Title</b>	Policy Advisor			
<b>Job ID</b>	12921			
<b>Date Opened</b>	04/22/2021			
<b>Date Closed</b>	05/06/2021			
<b>Location</b>	1050 1st Street, NE			
<b>Full/Part Time</b>	Full-Time	<b>Type of Appointment</b>	Career Service - Reg Appt	
<b>Regular/Temporary</b>	Regular			
<b>Agency</b>	SR	Insurance, Securities and Bank		
<b>Area of Consideration</b>	Agency			
<b>Grade</b>	14			
<b>Bargaining Unit</b>	CH11	Non Union - Chapter 11		
<b>Minimum Range</b>	\$103,657.000000	<b>Maximum Range</b>	\$133,537.000000	
<b>Target Openings</b>	1	<b>Available Openings</b>	1	

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### General Job Information

#### Introduction

This position is in the Office of the Commissioner, Department of Insurance, Securities, and Banking (DISB). The function of this position is to serve as an expert Policy Advisor with responsibility for evaluating policies for the purpose of improving the efficiency and effectiveness of the operations of DISB's programs. The incumbent also serves as key advisor to the Commissioner, providing a broad range of research and advice in support of the implementation of DISB's mission. Incumbent exercises a high degree of initiative and creativity and applies sound, experienced judgment to resolve problems and issues of a highly complex, controversial, and, in many instances, unprecedented nature.

#### DUTIES AND RESPONSIBILITIES

Conducts in-depth research and statistical analysis of highly complex and frequently intractable policy issues pertinent to DISB's efforts. Conducts critical, comprehensive and feasibility studies to evaluate the impact of specific policies and procedures. Develops and administers operating policies and procedures. Presents critical observations, findings and recommendations on insurance, securities and banking policy and legislation, and their effect on the agency and its activities. Serves as primary agency liaison, and oversees interaction, with the Council of the District of Columbia and DISB's legislative initiatives. Reviews proposed legislation and executive orders to determine the specific effect upon the agency and existing insurance, securities, and banking programs. As certain recommendations become law, advises and coordinates with staff members on the effect these laws will have on clients, stakeholders and the general public at large. Makes appropriate recommendations on legislative changes which may affect the various programs.

Provides analytical and evaluative expertise in the interpretation clarification and applicability of existing and new laws, regulations, procedures and other guides. As needed, explains or clarifies the intent of guidelines; identifies areas of interest that need further development or study; and assesses the significance and impact of new or proposed legislations and other developments on the functional responsibilities. Attends meetings and conferences with key officials within the District of Columbia Government and with other government agencies, stakeholders, business owners, local citizen groups and community organizations on behalf of program objectives and in the interest of developing improved working relations for the enhancement of services to clients. Develops and presents plans for present and future needs, as well as basic policies which will ease working relations.

#### QUALIFICATIONS AND EDUCATION

This position requires Specialized Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Bachelor's Degree is preferred.

## **LICENSE AND CERTIFICATION**

None

## **Working Conditions/Environment**

The work normally includes everyday risks or discomfort found in offices, conference rooms, libraries and similar settings in public buildings and is performed in an adequately heated, lighted and ventilated non-smoking office environment.

## **Other Significant Facts**

**Promotion Potential:** No known promotion potential

**Pay Plan, Series and Grade:** CS-0301-14

**Tour of Duty:** 8:15 a.m. to 5:00 p.m.

**Collective Bargaining Unit:** Non-union

**Position Designation:** The position has been deemed security sensitive. Accordingly, the incumbent will be subject to pre-employment checks (criminal background checks, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of your tenure.

**EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.