



# Governor's Advisor

| CLASS TITLE            | CLASS CODE | SALARY GROUP | SALARY RANGE         |
|------------------------|------------|--------------|----------------------|
| GOVERNOR'S ADVISOR I   | 1880       | B21          | \$51,278 - \$82,901  |
| GOVERNOR'S ADVISOR II  | 1881       | B23          | \$58,184 - \$94,913  |
| GOVERNOR'S ADVISOR III | 1882       | B25          | \$66,259 - \$108,666 |
| GOVERNOR'S ADVISOR IV  | 1883       | B27          | \$80,174 - \$135,594 |
| GOVERNOR'S ADVISOR V   | 1884       | B29          | \$97,010 - \$164,069 |

## GENERAL DESCRIPTION

Performs consulting, advising, and analysis work, serving as a liaison to state agencies in designated specialty areas, reviewing and analyzing state agencies' policies and budgets for effective and efficient operations, keeping the Governor or designee informed, and advising the Governor or designee on pending legislation.

## EXAMPLES OF WORK PERFORMED

Provides expertise and advises the Governor or designee in specialty areas such as education, agriculture and conservation, criminal justice, economic development, environment, health and human services, transportation, or general government.

Provides complex budget, policy, planning, and technical advice to the Governor or designee.

Provides economic, budget, and policy analyses and subject matter expertise to state agencies.

Works closely with state agencies to ensure efficient and effective operations and compliance with policies and procedures.

Reviews agency budgets, analyzes budget requests, and responds to budgetary inquiries from the Legislature.

Researches, composes, and proposes fiscal and regulatory policy issues.

Prepares budget requests, strategic planning and policy development documents, and legislation.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.*

**Note:** Factors that may distinguish between journey levels include the degree of independence in performing the work and the complexity of the work and may include the years of related experience. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.

**GOVERNOR'S ADVISOR I:** Performs moderately complex (journey-level) consulting, advising, and analysis work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and may routinely assist others in performing work of greater complexity.

**GOVERNOR'S ADVISOR II:** Performs complex (journey-level) consulting, advising, and analysis work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than the previous level and may routinely assist others in performing work of greater complexity. Employees may also:

- Represent the Governor in negotiations and planning with governmental authorities.
- Research and prepare comprehensive analyses of state agency budgets, proposed budget revisions, reports, issuing briefs, and written materials on complex state fiscal, policy, and programmatic issues.

**Note:** Any senior-level employee (levels III-V) can serve as a team lead or supervisor; however, supervisory responsibilities within this job classification series will normally be found at the level IV and V. Senior-level employees may perform the full range of work listed in the examples above and may coordinate, oversee, or direct that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, and the employee's related experience, education, and certification.

**GOVERNOR'S ADVISOR III:** Performs highly complex (senior-level) consulting, advising, and analysis work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate the research, evaluation, and preparation of comprehensive analyses of state agency budgets, proposed budget revisions, reports, issuing briefs, and other written materials on complex state fiscal, policy, and programmatic issues.
- Advise staff in program planning, organization, and implementation.
- Perform statewide planning and policy development.
- Review fiscal and regulatory policy issues and recommend responses.
- Review and analyze state agencies' budget requests, strategic planning and policy development documents, and legislation.
- Provide specialized budget, policy, planning, and technical advice to the Governor or designee.
- Provide legislative testimony.
- Monitor agency appropriations and operations.
- Conduct benchmarking studies, surveys, inspections, and reviews to evaluate compliance with certification requirements, applicable laws, regulations, and policies and procedures.

- Assist with planning, implementing, coordinating, monitoring, and evaluating programs.
- Help prepare administrative reports, studies, and specialized research projects.

**GOVERNOR'S ADVISOR IV:** Performs advanced (senior-level) consulting, advising, and analysis work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex consulting, advising, and analysis work and may:

- Oversee the research, evaluation, and preparation of comprehensive analyses of state agency budgets, proposed budget revisions, reports, issuing briefs, and other written materials on complex state fiscal, policy, and programmatic issues.
- Oversee staff in program planning, organization, and implementation.
- Oversee and participate in statewide planning and policy development.
- Provide specialized budget, policy, planning, and technical advice to the Governor or designee, and keep the Governor or designee informed on pending legislation and legal issues.
- Plan, implement, oversee, monitor, and evaluate programs.
- Monitor programs and determine where further research and resources are required.
- Establish goals and objectives, and develop and approve schedules, priorities, and standards for achieving goals.

**GOVERNOR'S ADVISOR V:** Performs highly advanced (senior-level) consulting, advising, and analysis work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex consulting, advising, and analysis work and may:

- Direct the research, evaluation, and preparation of comprehensive analyses of state agency budgets, proposed budget revisions, reports, issuing briefs, and other written materials on complex state fiscal, policy, and programmatic issues.
- Direct staff in program planning, organization, and implementation.
- Direct and participate in statewide planning and policy development.
- Plan, implement, direct, monitor, and evaluate programs.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in working with the state legislature, the U.S. Congress, legislative staff, or research services. Graduation from an accredited four-year college or university with major coursework in business or public administration, finance, accounting, economics, political science, law, or a field relevant to assignment is generally preferred. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **For all levels**

- Knowledge of state and federal legislative processes and state agency budgets, policies, and programs.
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- Skill in compiling, evaluating, and presenting legislative information; problem solving and negotiating; and policy analysis and research.
- Ability to analyze issues, to work under pressure and meet close deadlines, and to communicate effectively.

### **Additional for Governor's Advisor III – V levels**

- Ability to oversee and/or supervise the work of others.