Governor's Advisor

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
GOVERNOR'S ADVISOR I	1880	B23	$61,184 - $99,658
GOVERNOR'S ADVISOR II	1881	B25	$69,572 - $114,099
GOVERNOR'S ADVISOR III	1882	B27	$84,182 - $142,374
GOVERNOR'S ADVISOR IV	1883	B29	$101,860 - $172,272
GOVERNOR'S ADVISOR V	1884	B31	$123,252 - $208,449

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 and senior levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work identified within current or previous levels or may assist others performing work of greater complexity.*

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; issue briefs; and written materials on complex state fiscal, policy, and programmatic issues.

***Note**: Any senior-level employee (levels III through V) may serve in a lead or supervisory role; however, typically, supervisory responsibilities within this job classification series will be found at levels IV and V, depending on the structure and size of the supervised workgroup.*

Senior-level employees may perform the full range of work identified in the levels preceding their own, and/or may coordinate, oversee, or direct that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; and the nature, complexity, scope, and impact of the work performed.

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:

- 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 advice to the Governor or designee on technical, policy, and budget matters.

- Testify before the Legislature to provide expertise and insight on policy issues.
- 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.
- Participates in the preparation of specialized research projects and administrative reports.

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:

- Keep the Governor or designee informed on pending legislation and legal issues.
- Monitor and evaluate program performance, identifying areas needing further research and resources.
- Establish goals, objectives, and priorities for programs, ensuring efficient execution.

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 provide strategic leadership for statewide planning efforts and policy implementation.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of state and federal legislative processes and state agency budgets, policies, and programs.

- 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.