

The State of Alaska, Department of Natural Resources
Division of Oil and Gas Recruitment Notice

Policy & Program Specialist PCN 10-0143

Responsibilities:

- Analyze federal legislation and policy changes as they relate to Alaska oil and gas resources. Research and compose well thought out white papers and responses to federal rule making proposals and policies, to protect Alaska. It is essential that the state must get on record when oil, gas and leasing changes are proposed on the federal level.
- Write responses and recommendations for appeals for the division and the Commissioner's office. Research statutes, regulations, case law and division documents to prepare draft responses for appeals. Work with division experts when necessary to prepare drafts for the Commissioner's Office to use in the decision-making process.
- Evaluate, research and write regulation updates and new regulations as well as analyze regulation changes proposed by other state agencies and how they affect the division's mission, activities and processes.
- Policy analysis and drafting for the Director and Deputy Director.
- Legislative liaison
 - Work directly with division and department leadership to analyze, collect and write requested data, bill analyses, and fiscal notes. Prepare legislative presentations and answers to legislative questions.
 - Monitor legislation of interest to the division. Watch legislative hearings and summarize when necessary. Alert and inform senior staff as appropriate.
 - Prepare PowerPoint presentations to be used in legislative hearings as well as update a variety of yearly materials used during legislative session.
 - Work with senior managers to draft legislative proposals as well as repurpose proposals from previous years. If a piece of legislation moves forward from DNR and is endorsed by the Governor's office, work with the manager assigned to the legislation and the assistant AG to draft the bill.
- Monitor various news sources for stories relevant to the division. Make sure DOG management is aware of any controversial items
- Prepare or request materials from staff for yearly reports and materials and ensure continuity.
- Coordinate and review all Public Information Requests.

Requirements:

- Bachelor's degree
- Five years of professional work experience in a natural resources, legal, policy analyst or program analyst field.

Salary is dependent upon experience.

To Apply:

Please submit the following items via e-mail to diane.hunt@alaska.gov before 4:00 p.m. on August 28, 2017:

1. Resume (detailing applicable knowledge and experience);
2. List of three (3) professional references, at least one of which must be a current or past supervisor.
3. Coverletter which highlights how your work experience and/or education applies to the position responsibilities.

Notice to Applicants:

The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aids or services, or alternative communication formats, please call 1-800-587-0430; or 465-4095 in Juneau; or (907) 465-3412 (TTY); or correspond with the Division of Personnel & Labor Relations at 10th Fl. State Office Building, PO Box 110201, Juneau, AK 99811. The State of Alaska is an equal opportunity employer.