



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POLICY AND RESEARCH CONSULTANT

Job Number: 21000050

Job Code: 80110V260516

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 07/16/1999

Job Revised: 05/16/2026

Grade: 18 Salary (MIN - MID):

\$33,091-\$49,637 - Hourly

\$5,377.30-\$8,066.02 - 37.5 Hr. Monthly Salary

\$5,735.78-\$8,603.76 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs highly complex and extensive research and analysis of policy issues for an agency using advanced research techniques. Participates in the evaluation and development of agency practices and policies; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree

EXPERIENCE, TRAINING, OR SKILLS:

Five years of professional experience in the development, research, planning, or analysis of policies.

Substitute EDUCATION for EXPERIENCE:

A master's degree or doctorate (JD, PhD, MD/DO) will substitute for two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional professional experience in the development, research, planning, or analysis of policies will substitute for the bachelor's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Determines the necessary resources needed to conduct research and to develop strategic planning and analysis on specialized issues. Organizes studies to determine the impact of potential agency operating policies. Plans, organizes, participates, and makes presentations to staff, stakeholders, local and national partner agencies, and other officials. Prepares drafts of reports and other materials for use in presentations. Consults with local and national subject-matter experts to obtain information. Attends public meetings and legislative and hearings on topics of interest. Meets with federal, state, and local agencies to obtain and give information on various agency policy issues. Attends seminars and special presentations on current policy issues. Reviews printed material and electronic resources for ideas and implementation strategies. Keeps abreast of new research in utility areas or child welfare and the human services field. Develops Key Performance Indicators to keep track of the effectiveness of strategies and to effectuate changes, when necessary, across the cabinet and department. Collaborates with data experts to analyze trends, access current situation, and formulate plan to reach future goals. Monitors ongoing projects for alignment across the cabinet and department.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting. Some travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.