

POSITION DESCRIPTION

Last Name	First Name	MI	Personnel Number

Job Title	Job Code	Working Title	Position Number
Ex Plcy Mgr 2	16840	Communications and Policy Director	50260666

Department	Organization	Organization Code
State Emp Retirement System	SR Ex Dir Off	1000

Supervisor's Last Name	Supervisor's First Name	Supervisor's Job Title	Supervisor's Pos Number
Sanchez	Terrill	Ex Dir Sers	00100246

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)							Explain any schedule variations:	
8:30	5:00	37.5	S	M	T	W	T	F	S		
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Position Purpose: Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

Serves as the Director of the Communications and Policy Office with primary responsibility for directing agency legislative analysis and relations; directing agency communications and public relation efforts; and serving as a policy advisor to the agency head.

Description of Duties: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

LEGISLATIVE

Plans and coordinates legislative analysis and liaison programs.

Analyzes proposed legislation and prepares position papers.

Conducts meetings with legislators and legislative staff in order to remain informed of impending legislative developments, increase legislative understanding of complex issues, and advocate on the agency's behalf.

Monitors state and federal legislative and identifies impact of legislation to public pension system.

Represents the Executive Director at legislative meetings.

Assists in preparation for legislative budget hearings.

COMMUNICATIONS / PUBLIC RELATIONS / PUBLICATIONS:

Serves as Director of Communications for the State Employees Retirement System.

Devises the agency's media and public relations strategy to controversial retirement, investment performance, and public funding issues.

Assesses the press and communications needs of the agency and its program areas.

Advises the Executive Director on how to translate agency policies and initiatives to the media and the public using news releases, personal contact, interviews, press conferences, and briefing backgrounds.

Responds to challenging or persistent media calls.

Researches information as necessary for press requests.

Develops and maintains a positive rapport with statewide media representatives.

Attends events on behalf of the agency.

Prepares brochures, pamphlets and other publications on SERS.

POLICY

Provides counsel and assistance to the Executive Director on sensitive issues and projects.

Performs executive level policy analysis and determines critical policy issues for consideration by the executive staff.

Confers with cabinet-level officials, the governor's Policy Office, and other Commonwealth executives to resolve program policy conflicts.

Designs and conducts research on complex retirement policy issues and develops recommendations for the executive director, the SERS Board, and the Governor's consideration.

Presents information to Legislative committees to explain SERS policies and considerations weighed in the policy development process.

Reviews diverse retirement programs, investment performance reports, actuarial analyses, economic and social trends, and develops policy strategies to meet projected needs.

Represents SERS and the Executive Director at executive level policy meetings.

Participates in agency strategic planning development and review.

RIGHT TO KNOW

Supervises the State Employees' Retirement System's Right To Know Law program.

MISCELLANEOUS

Performs the full range of supervisory responsibilities.

Participates in the performance of subordinates' work consistent with operational or organizational requirements.

Decision Making: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor's signature.*

Represents the agency and Executive Director at high level policy and legislative meetings with authority to make decisions on behalf of the Executive Director. Establishes policy relative to communications for SERS and makes final decisions on all SERS publications. Functions as policy advisor to the agency head and provides counsel or assistance on sensitive issues or projects. Advises the Chief Investment Officer on communications matters related to the agency's multi-billion-dollar investment portfolio. These include communicating messages regarding complex investment issues to Board, member, legislative, media and public constituencies. Addresses issues that may be controversial or of high public visibility. Frequently has to respond to time sensitive requests.

Requirements Profile: Identify any specific experience or requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the position. Position-specific requirements should be consistent with a Special Requirement or other criteria identified in the classification specification covering this position. Example: *Experience using Java; Professional Engineer License*

Experience:

Licenses, registrations, or certifications:

1. N/A

Essential Functions: Provide a list of essential functions for this position. Example: *Transports boxes weighing up to 60 pounds.*

1. Write and speak effectively
2. Develop publications

3. Write and edit news releases
4. Conduct media relations
5. Research information
6. Represent SERS w/legislature
7. Supervise
8. Analyze legislation
9. Supervises the State Employees' Retirement System's Right To Know Law program.
- 10.



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Executive Policy Manager 2 (Communications and Policy Director)

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY: \$83,365.00 - \$126,690.00 Annually
JOB TYPE: Non-Civil Service Permanent Full-time
DEPARTMENT: SL State Employees' Retirement System
LOCATION: Dauphin County
OPENING DATE: 06/19/18
CLOSING DATE: 07/03/18 11:59 PM

BUREAU/DIVISION: Executive Director's Office
WORKSITE ADDRESS: 30 N. 3rd Street
WORKSITE ADDRESS: 5th Floor
CITY: Harrisburg, Pennsylvania
ZIP CODE: 17101
CONTACT NAME: Katie Mathews
CONTACT PHONE: 717-237-0242
CONTACT EMAIL: kmathews@pa.gov

THE POSITION:

Do you enjoy cultivating relationships with legislators, analyzing legislation, and directing messaging? Then this may be the position for you!



The Pennsylvania State Employees' Retirement System (SERS) seeks an experienced leader for the position of Communications and Policy Director.

DESCRIPTION OF WORK:

The successful candidate should possess considerable knowledge of Pennsylvania's legislative process, have strong political acumen, be able to quickly grasp complex issues, and be a proven communicator with excellent written and verbal communication skills.

Key responsibilities include forging relationships with legislators; educating the general assembly on the implications of various pension reform proposals; explaining retirement benefits, investment strategy,

performance and funding issues to a variety of audiences; managing press relations; developing the agency's external and internal communications program to ensure messaging and branding consistency across program areas and media platforms; and advising the Executive Director and SERS Board on sensitive policy issues.

Created in 1923, SERS is one of the nation's oldest pension plans. SERS manages the pension benefits of approximately 240,000 employees and retirees for 102 public sector employers. In 2017, SERS paid about \$3.3 billion in benefits and managed more than \$29 billion in assets. Apply now to become a part of our team and help us achieve our mission of providing retirement benefits and services to our members through sound administration and prudent investments.

To view the full position description, visit www.sers.pa.gov and select the Jobs link on top right of page.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

One year as an Executive Policy Manager 1; or Five years of policy analysis and planning experience; and a master's degree in policy analysis and planning, public administration, or a closely related field; or Any equivalent combination of experience and training.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #N-2018-17909
EXECUTIVE POLICY MANAGER 2
BO

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer

Executive Policy Manager 2 Supplemental Questionnaire

- * 1. Have you worked for at least one full year as an Executive Policy Manager 1 for the Commonwealth of Pennsylvania?
 - Yes
 - No
- * 2. What is your highest level of education?
 - Master's degree or greater
 - Bachelor's degree
 - Associate's degree
 - No degree
- * 3. Is your degree in policy analysis and planning, public administration, or a closely related field?
 - Yes
 - No
- * 4. What is your degree in? (List all, and if no degree, list N/A.)
- * 5. How many years of policy analysis and/or policy planning experience do you have?
 - 5 + years
 - 2 years - Less than 5 years
 - 1 day - Less than 2 years
 - No experience
- * 6. Briefly explain your policy analysis/policy planning experience.

- * 7. How many years of experience do you have working with Pennsylvania legislators?
 - 5 + years
 - 2 years - Less than 5 years
 - 1 day - Less than 2 years
 - No experience
- * 8. Briefly explain your experience working with Pennsylvania legislators.

- * 9. How many years of experience do you have developing broad media and public relations strategies for an organization?
 - 5 + years
 - 2 years - Less than 5 years
 - 1 day - Less than 2 years
 - No experience
- * 10. Briefly explain your media and public relations experience.

- * 11. How many years of experience do you have working with the PA Right to Know Law?
 - 5 + years
 - 2 years - Less than 5 years
 - 1 day - Less than 2 years
 - No experience
- * 12. Briefly describe your PA Right to Know Law experience.

- * 13. How many years of managerial and/or administrative work experience do you have? Managerial work is work performed by positions that supervise subordinate supervisors. Administrative work is work setting broad policies, exercising responsibility for execution of policies, or directing departments or special phases of any agency/company operations, or providing specialized consultation on a regional, district, or area basis.
 - 5 + years
 - 2 years - Less than 5 years
 - 1 day to Less than 2 years
 - No experience
- * 14. Have you attached/uploaded a copy of your cover letter and resume?
 - Yes
 - No
- * 15. This position is located in Dauphin County, Harrisburg, Pennsylvania. The employer will not pay for relocation, housing, or travel expenses. Are you willing to work in and commute to this location?
 - Yes
 - No
- * Required Question