



## POSITION DESCRIPTION

### 1. General Information

Position title	<b>Science Policy Analyst</b>
Primary Function	<b>Policy Analysis/Evaluation</b>
Reports to (title)	<b>Director of Science Policy</b>
Department	<b>Office of Public Affairs</b>
Date	<b>July 17<sup>th</sup>, 2018</b>

### 2. Primary Function

Conducts policy analysis with and for FASEB leadership to develop and articulate public policy positions in the interest of investigators in the biological and biomedical sciences.

### 3. Major Duties and Responsibilities

Rank (add more as needed)	Duty/Responsibility	Percentage of time
1	Research and develop position statements, meeting summaries, background papers, and letters	30
	Analyze proposed policies, identify similarities and differences from previous FASEB policies/comments	
2	Direct efforts of FASEB science policy subcommittees/task forces	30
	Disseminate pertinent notices and Requests for Information (RFIs) from Federal agencies	
	Coordinate subcommittee conference calls on, and responses to, notices and RFIs	
	Guide development of topical meetings and/or reports	
3	Maintain strong working relationships with Member Societies and other policy organizations	25
	Work with FASEB Member Societies on group projects	
	Communicate and work with external policy/advocacy organizations on issues of shared concern	
4	Contribute to FASEB communication and advocacy efforts	15
	Write Washington Update articles as needed	
	Participate in and support FASEB and other societies' Capitol Hill Days and Briefings as needed	

**Incumbent is expected to perform other duties as assigned by the Executive Director in support of the organization's goals and FASEB's needs.**

### 4. Direct Reports

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
N/A			



<b>5. Knowledge &amp; Skills</b>	Indicate the <b>minimum</b> education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the <b>minimum</b> proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply		Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
		High school		Verbal Communication	C
		Prof/technical		Written Communication	C
		College courses		Interpersonal Skills	C
		Bachelor's degree		Policy Analysis	C
	x	Master's degree	Science or Public Policy	Ability to work independently on multiple tasks simultaneously	C
	x	Doctorate degree (preferred)	Science or Public Policy	Data Analysis	B
x	Other	1-3 years' experience in government, public or private research institutions or professional associations or societies. Previous experience with science policy issues preferred.	Microsoft suite (Word, Excel, PowerPoint, Outlook)	B	

<b>6. Key Decisions &amp; Guidelines</b>	Give two or three examples of decisions you make or actions you may take without prior approval.	<ul style="list-style-type: none"> <li>Notify subcommittee(s) of pertinent Federal notices or proposed rules</li> <li>Schedule and host subcommittee teleconferences</li> </ul>
	Give two or three examples of decisions you refer to a higher authority.	<ul style="list-style-type: none"> <li>Whether or not to sign on to a position statement</li> <li>Requests for on-the-record comments (e.g., from journalists)</li> </ul>
	Indicate any special policies, formal procedures, or precedents that guide your work.	<ul style="list-style-type: none"> <li>Getting letters or policy statements approved by the Science Policy Committee and then the Board of Directors</li> </ul>

<b>7. Key Challenges</b>	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	<ul style="list-style-type: none"> <li>Reading and trying to explain to others concepts or information on which I am not an expert</li> </ul>
	Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.	<ul style="list-style-type: none"> <li>Convening staff from Member Societies, who otherwise would not get together, to discuss issues of shared concern and possible actions/initiatives</li> </ul>

<b>8. Working Relationships</b>	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Public Affairs Staff	Member Societies and FASEB staff	<ul style="list-style-type: none"> <li>Exchange information</li> <li>Develop unified voice for FASEB communications</li> </ul>
	FASEB SPC Subcommittees/Task Forces	FASEB Science Policy Committee	<ul style="list-style-type: none"> <li>Obtain expert opinion on specific subject matter</li> <li>Develop well-informed comments and position statements</li> </ul>
	External Public Affairs Staff	Various Advocacy Partners	<ul style="list-style-type: none"> <li>Exchange information</li> <li>Gain outside/different perspective(s)</li> <li>Develop shared resources</li> </ul>
	Program Officers, Staff	Federal Agencies	<ul style="list-style-type: none"> <li>Exchange information</li> <li>Gain "inside" perspective, background information</li> </ul>
	FASEB Board	FASEB Executive Office	<ul style="list-style-type: none"> <li>Exchange information</li> <li>Obtain approval for letters and position statements</li> </ul>



# FASEB

Federation of American Societies  
for Experimental Biology

<b>9. Working Conditions</b>	<p>This position requires sitting (90%), standing (5%), and walking (5%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"><li>• Occasionally requires lifting materials of approximately 20 lbs.</li><li>• Requires computer work involving extensive use of keyboard, mouse and monitor.</li></ul>
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"><li>• Dayshift hours primarily</li></ul> <p>Travel and other work related assignments on weekends is possible.</p>