



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 03/22/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: POLICY ANALYST			
Pay Grade SG 14	Salary Range \$51,188-66,809	Classification Full Time	
Department: SECRETARY OF THE NATION	Location: Okmulgee	Location Code: 300	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the direction of the Secretary of the Nation & Commerce and working with major department heads, the Policy Analyst researches, analyzes and provides guidance that measures the impact of federal or state policies on the Nation's operations. The Policy Analyst must also perform administrative and financial analysis of activities and services related to self-governance compacts and funding agreements to assure the Nation maximizes self-governance opportunities.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Maintain up to date information regarding federal and state regulatory and legislative changes. 2. Regularly provide verbal and written updates to executive branch employees regarding regulatory impacts to tribal operations. 3. Work collaboratively with the Government Relations Specialist to advance policy priorities of the Muscogee (Creek) Nation. 4. Prepare written and verbal remarks to federal and state agencies as assigned by Executive leadership. 5. Conduct required activities to achieve the implementation and improvement of the Nation's Self-Governance compact(s). 6. Serve on the Nation's DOI and IHS Self-Governance negotiation teams; provide analysis of federal budgets and recommendations for the availability of use in the negotiations proceeding. 7. Prepare annual funding agreements, to include program planning design/redesign, for the Nation's DOI and IHS Self-Governance compact(s), while ensuring that reporting, evaluation and base line requirements are being met. 8. Evaluate additional Federal programs for eligibility and possible inclusion in the Nation's DOI and IHS Self-Governance compacts(s). 9. Other duties as assigned.
Minimum Requirements:	BA or BS in Liberal Arts, Business Administration, Management, or related area, with two years' experience in preparation/administration of grants and contracts or a combination of both; Experience in planning and developing Federal programs, especially programs under P.L. 93-638; Sound programming and budgetary skills and understanding of government generated financial documents; and Experience in research,



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	planning, proposal preparation and programming. Superior oral and written communication skills are also required.
Preferred Requirements:	Master's Degree preferred; Emphasis on ability to understand and interpret P.L. 93-638, P.L. 100-472, P.L. 102-184, USC 25 and the corresponding Federal regulations, and the ability to apply findings; Advanced understanding of Tribal government, the relationship between the United States and Tribal governments, and the concept of consensus politics in communities.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
 While performing the duties of this Job, the employee is regularly exposed:
 Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals



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Risk of electrical shock

Vibration

Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.