AUBURN
Human Resources

Policy Analyst, McCrary

Job Description

JOB INFORMATION

Job Code	JA36
Job Description Title	Policy Analyst, McCrary
Pay Grade	DC05
Range Minimum	$86,760
33rd %	$104,110
Range Midpoint	$112,780
67th %	$121,460
Range Maximum	$138,810
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	2/17/2026 12:43:46 PM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

The Policy Analyst for McCrary Institute supports the Deputy Director for Policy and Partnerships in the Washington, D.C. office. Focuses on executing partnership agreements between the McCrary Institute and outside stakeholders, as well as tracking, researching, and writing about cybersecurity policy developments across government and industry. Assists in coordinating the Institute's various task forces, including scheduling meetings, taking notes of task force discussions, and drafting white papers for public release.

RESPONSIBILITIES

- Leads the planning and execution of Security Operations Center (SOC)/ Information Sharing and Analysis Center (ISAC) deployments and operational integration.
- Develops standardized deployment playbooks and operational methodologies.
- Directs field exercises and incident response surge activities.
- Plans, recruits, and manages SOC staffing pipelines which include students, FTEs, vendors, contractors.
- Oversees on-the-ground technical execution and ensure program deliverables are met on time and within budget.
- Acts as the primary operational interface with state/local agencies, utilities, and national partners.
- Represents McCrary in field engagements, workshops, and strategic briefings.
- Mentors field engineers, analysts, and interns.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Government, political science, public policy, national security, or cybersecurity	and	3 years of	experience in researching, analyzing, and writing about areas of public policy, particularly in the areas of cybersecurity, national security, homeland security, and critical infrastructure.	Or

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.