

**DUTIES STATEMENT**

**EXEMPT CLASS**

**POLICY ADVISOR TO THE CHANCELLOR**

**Duties Statement**

This is a management class of positions. Incumbent performs related work.

Under executive direction of the Chancellor, New York City Department of Education (NYCDOE), with broadest scope for the exercise of independent initiative and judgment, advises the Chancellor and the Chancellor's Cabinet members on policy matters; responsible for executive-level policy analysis and development.