

CAREER ROADMAP

How to Become an AI Policy Analyst: A Complete Roadmap

An AI Policy Analyst researches AI laws and standards and translates them into practical guidance. The roadmap: what the role does, the skills, the degrees, the certifications, and the path from research assistant to Director of AI Policy.

IN THIS ROADMAP

- What the role does
- Core responsibilities
- Skills you need
- Recommended education
- Helpful certifications
- Tools and frameworks to know

A free career roadmap from GRC Careers · AGJ, the AI governance job board

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An **AI Policy Analyst** researches, evaluates, and translates artificial intelligence laws, regulations, standards, and governance frameworks into practical guidance for organizations, policymakers, or the public. The role sits at the intersection of AI governance, public policy, regulatory analysis, ethics, and risk management, helping leaders understand how AI rules are changing and how to respond.

As AI regulation matures, this role is growing across government, technology, financial services, healthcare, education, consulting, nonprofits, and global policy organizations. The [EU AI Act](#), for example, entered into force on August 1, 2024, as a legal framework addressing AI risks across the EU.

WHAT THE ROLE DOES

AI Policy Analysts help organizations answer questions like which AI regulations apply, which systems may count as high-risk, what documentation and oversight obligations apply, how to align with governance frameworks, and what positions to take on emerging laws. They turn complex legal, technical, and policy developments into clear recommendations for executives, product, legal, and compliance teams.

CORE RESPONSIBILITIES

- Monitor AI legislation, regulatory guidance, and policy developments
- Analyze how laws and standards affect AI products and operations
- Write policy briefs, memos, risk summaries, and executive updates
- Support internal AI governance committees
- Review AI use cases for policy, ethical, or regulatory implications
- Help create internal AI policies and map systems to governance frameworks
- Support public comments, consultation responses, and advocacy positions
- Partner with legal, compliance, privacy, security, and technical teams

The [NIST AI Risk Management Framework](#) is a common reference point, since it helps organizations build trustworthiness into the design, development, use, and evaluation of AI systems.

SKILLS YOU NEED

Policy and regulatory: legislative analysis, regulatory monitoring, policy memo writing, public consultation analysis, and standards interpretation. **AI governance:** AI risk classification, responsible AI principles, framework mapping, and lifecycle oversight. **Technical literacy:** you do not need to be a machine learning engineer, but you should understand how AI systems are built and deployed, the difference between traditional and generative AI, model evaluation basics, and concepts like bias, fairness, explainability, and human oversight. **Communication:** this role lives on excellent writing, turning dense legal or technical language into plain-English summaries for decision-makers.

RECOMMENDED EDUCATION

- Public Policy, Political Science, or International Relations
- Law or Technology Policy
- Data Ethics or Cybersecurity Policy
- Information Systems
- Artificial Intelligence or Data Science with a policy concentration

A graduate degree helps, especially for government, research institutions, or highly regulated industries. See our [AI governance degree pathways guide](#).

HELPFUL CERTIFICATIONS

AIGP (Artificial Intelligence Governance Professional), CIPP/E or CIPP/US and other privacy credentials, and CISA or CRISC for governance and risk roles.

TOOLS AND FRAMEWORKS TO KNOW

[NIST AI Risk Management Framework](#), the [EU AI Act](#), the [OECD AI Principles](#), and [ISO/IEC 42001](#), plus model cards, data protection and algorithmic impact assessments, AI inventories, and internal AI review boards. The OECD AI Principles promote AI that is trustworthy, innovative, and respectful of human rights and democratic values.

CAREER PATH

Policy Research Assistant → Technology Policy Analyst → AI Policy Analyst → Senior AI Policy Analyst → AI Policy Lead → Director of AI Policy

PORTFOLIO PROJECTS THAT HELP YOU GET HIRED

- An AI Act policy brief
- A NIST AI RMF summary for executives
- An AI use-case risk classification memo
- A responsible AI policy template
- A public comment on a proposed AI regulation
- An AI governance framework comparison chart

KEY TAKEAWAY

An AI Policy Analyst helps organizations understand what AI rules mean and how to respond. It is ideal for strong writers and thoughtful researchers who are comfortable working between law, technology, governance, and public impact.

FREQUENTLY ASKED QUESTIONS

Do I need a law degree to become an AI Policy Analyst?

No. A law degree helps for some roles, but public policy, political science, technology policy, or an AI or data science degree with a policy concentration are all common paths. Regulatory literacy and clear writing matter more than any single degree.

What certifications help most for AI policy roles?

The AIGP (AI Governance Professional) is the most directly relevant. Privacy credentials such as CIPP/E or CIPP/US, and governance and risk credentials such as CISA or CRISC, also strengthen a policy resume.

What frameworks should an AI Policy Analyst know?

The NIST AI Risk Management Framework, the EU AI Act, the OECD AI Principles, and ISO/IEC 42001 are the core references, along with impact-assessment and documentation practices like model cards and AI inventories.

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