POLICY ANALYST

Job Description
A Policy Analyst at the North Dakota Legislative Council is responsible for researching, analyzing, and developing policy proposals at the request of legislators and legislative standing and interim committees, preparing summaries of bills and amendments, preparing information requests, drafting reports and data visualizations, and producing source materials for publication on the legislative branch website.

Essential Functions
The duties of a Policy Analyst entail:

- Reviewing, analyzing, and interpreting state and federal laws, regulations, programs, and policies.

- Conducting general and specialized research and preparing reports and analyses on findings.

- Understanding and distilling complicated subject matter into a more digestible format such as charts, graphs, and other visual aids.

- Working independently and applying critical thinking and analysis to assess policy issues and propose optional courses of action based on a legislator's articulated goals and objectives.

- Making oral presentations to legislative committees and responding to requests for spontaneous explanations of complex matters.

- Communicating effectively in written and verbal form and establishing and maintaining effective working relationships with other agencies, vendors, the public, legislators, and legislative employees.

- Performing professional and legislative staff work for the Legislative Management and its committees, the Legislative Assembly and its committees, and legislators.

- Performing other duties as directed.

Qualifications
A qualified applicant must hold a bachelor's degree or higher and have previous experience in conducting policy and research work. Subject matter expertise in policy areas in which an applicant would be working also is highly desirable. Policy areas include agriculture, alcohol and tobacco, domestic relations, economic development, education, emergency management, energy, gaming, government finance, health care, human services, insurance, labor and employment, natural resources, oil and gas, political subdivisions, property law, redistricting, taxation, transportation, and water resources.

Candidates must have the ability to:

- Conduct research, analyze and synthesize information and data, and investigate policy issues in a non-biased manner;

- Remain objective and nonpartisan in relation to all legislative matters;

- Maintain confidentiality, work independently, and take responsibility in decision-making processes; and

- Work under pressure and manage multiple work assignments to meet project deadlines.

Though previous experience is highly valued, ambitious new graduates with academic backgrounds in political science, program management, public administration, public policy, social policy, urban planning, or transportation management are highly encouraged to apply.