

POLICY ANALYST

Job Description

A Policy Analyst in the area of taxation or energy is responsible for researching, analyzing, and developing policy proposals for 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 the legislative branch website.

Essential Functions

An interested candidate must have the ability to:

- Review, analyze, and interpret state and federal laws, regulations, programs, and policies.
- Conduct general and specialized research and prepare reports and analyses on findings.
- Work independently and apply critical thinking and analysis to assess policy issues and propose optional courses of action based on articulated goals and objectives.
- Make oral presentations to legislative committees and respond to requests for spontaneous explanations of complex matters.
- Communicate effectively in written and verbal form and establish and maintain effective working relationships with other agencies, vendors, the public, legislators, and legislative employees.
- Perform professional and legislative staff work for the Legislative Management and its committees, the Legislative Assembly and its committees, and legislators.
- Perform other duties as directed.

Qualifications

Requires a bachelor's degree and a minimum of 3 years of experience in conducting policy and research work or working in a position which demonstrates subject matter expertise in the field of taxation or energy, the ability to maintain confidentiality, the ability to work independently and assume responsibility in decisionmaking, and the ability to remain objective and nonpartisan regarding all legislative matters.