

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Policy Analysis**

RECRUITMENT NOTICE

Position: Policy Analyst

Salary: \$57,000, negotiable depending on experience and qualifications

Principal Duties: We are recruiting for policy analysts to work in the following functional areas:

- *Budget* – Evaluating operating and capital budgets of State agencies, including use of revenue, spending and performance data to assess efficiency and effectiveness of State programs;
- *Fiscal and Policy Notes* – Analyzing the fiscal, economic, legal, and practical effects of legislation and State regulations, and preparing official fiscal estimates of proposed legislation; and
- *Legislation/Committee Staffing* – Drafting bills and amendments; staffing committees and local legislative delegations; researching, analyzing, and revising legislation and statutory law; analyzing proposed regulations.

Duties will vary by function but will involve researching legal and policy issues; preparing correspondence and written reports as assigned or in response to legislative requests; and presenting information to legislators, committees, task forces, and others in formal and informal settings.

Analysts are responsible for developing expertise in specific policy areas (e.g., education, public safety) within their function and through cross-functional policy workgroups. Opportunities for changes in functional assignments and policy areas are available and encouraged throughout an analyst's career.

Qualifications:

- A law degree or master's degree and a demonstrated interest in economic, fiscal, legal, or public policy analysis.
- Excellent writing and oral communication skills.
- Strong analytical abilities, including basic statistical, mathematical, and financial concepts.
- Competency with standard computer programs, including word processing, presentation, spreadsheet, and graphing software.
- Ability to work independently, in teams, and sometimes under extreme time pressures.
- Availability for extended work hours, including late night and weekend work, during the 90-day legislative session (January–April). More schedule flexibility is available during the legislative interim (May–December), particularly in the spring and summer months.

Work Environment: Employees of the Department of Legislative Services function on a non-partisan basis and by law may not engage in partisan political activity at any time at the federal, state, or local level. The department offers a collegial and stimulating multidisciplinary environment for persons motivated to provide nonpartisan support to Maryland's legislative and policymaking process.

Send resume with a cover letter stating relevant experience, reasons for interest in the position, policy interests, preference for assignment, and availability to begin work, to:

**Department of Legislative Services, Human Resources
90 State Circle, Room 311
Annapolis, Maryland 21401-1991
FAX: 410-946-5140 or 301-970-5140
E-mail: jobs@mlis.state.md.us Website: <http://dls.maryland.gov>**

Code 08/19SW (Required on all Resumes)

NOTE: An exercise assessing writing and basic math/analytical skills is part of the interview process. A writing sample must be submitted at least 5 business days in advance of the interview and cannot consist of any legal document or journal article.

The Department of Legislative Services is an equal opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.