

MICHIGAN SENATE

SENATE MAJORITY STAFF

POSITION POSTING

POLICY ANALYST

SUMMARY:

Under the direction of the Senate Majority Leader and supervised by the Majority Staff Policy Director, the Policy Analyst serves as the subject matter expert in the policy and budget fields assigned to the Policy Analyst by the Policy Director. The Policy Analyst identifies and develops public policy initiatives, analyzes legislation and appropriations from a Majority Caucus perspective, and assists Senate Majority Caucus Members in their constitutionally mandated role of overseeing state government.

ESSENTIAL JOB FUNCTIONS:

- Researches, interprets, and understands complex policy and budget issues
- Advises and supports Majority Caucus Members in the conduct of legislative business as bills move through committees and both chambers of the legislature
- Serves as a member of an innovative think tank by developing and promoting new policy representing Majority Caucus principles
- Researches ideas and/or issues at the request of Majority Caucus Members
- Provides context, advice, and political analysis on appropriations issues
- Coordinates and provides support for the organization and planning of committee hearings
- Serves as a resource or referral service for individual Majority Senate offices in pursuit of answers to constituent matters
- Attends meetings at request of the Policy Director, Majority Caucus Members, and the Senate Majority Leader

SECONDARY DUTIES AND RESPONSIBILITIES:

- Assists Senate Majority Communication Office in discharging their duties by providing information to staff and reviewing internal and public media
- Performs other duties as assigned by the Policy Director

EDUCATION/EXPERIENCE:

- Bachelor's degree required; an advanced degree and/or professional certification is preferred
- Three years of academic research in the area of public policy and experience at the local, state, or federal level preferred
- Five years of policymaking experience in the private sector in a specialized policy area preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to develop and maintain good working relationships with colleagues, legislators and with staff, lobbyists, and other interest groups
- Ability to represent the Senate Majority Leader and Majority Caucus Members in a professional, courteous manner
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information
- Knowledge of the legislative process and of the structure and policies of state government
- Ability to work outside of prescribed work hours when necessary
- Ability to use diplomacy, discretion, and good judgment when disseminating information

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefits package

SALARY: \$45,000-\$65,000

GOVERNING CAUCUS: Democrat

This is a non-civil service, at-will position.

Interested applicants, please submit a cover letter and resume to:

PO Box 30036

Lansing, MI 48909

Email: resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.