

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

RECRUITMENT NOTICE

Position: Policy Analyst, Racial Equity Impact Notes

Salary: \$65,000, negotiable depending on experience and qualifications

Principal Duties:

We are recruiting for policy analysts to work in the Racial Equity Impact Note (REIN) function within the Office of Policy Analysis. The primary responsibility for a policy analyst in the REIN function is to provide an objective assessment of potential disparities among racial and ethnic groups that may be exacerbated or created by proposed legislation.

Policy analysts in the REIN function are primarily tasked with preparing impact statements for selected criminal justice legislation introduced during the regular legislative session. Other general policy analyst duties 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.

Qualifications:

- A law degree, a master's degree or PhD with a focus on criminal justice statistics, public policy, or a related field.
- Excellent writing and oral communication skills and competency with standard computer programs, including word processing, presentation, and spreadsheet software.
- Ability to apply quantitative research methods to interpret large datasets using advanced statistical modeling techniques and software such as SPSS or Stata. Familiarity/experience with racial equity policy or measurement tools (including Bayesian modeling) is preferred.
- Ability to work both independently and 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 may not engage in partisan political activity at any time at the federal, state, or local level. The department offers a diverse and collegial environment for persons motivated to provide nonpartisan support to Maryland's legislative and policymaking process. Information about the department's employee benefits may be found at <http://dls.maryland.gov/careers/employment-benefits>.

E-mail resume with a cover letter stating relevant experience, reasons for interest in the position, and availability to begin work, to jobs@mlis.state.md.us.

Code 09/21 (Required on all Resumes)

NOTE: An exercise assessing writing and basic mathematical/analytical skills is part of the interview process.

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