

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE**

Position: Policy Analyst I – Office of Policy Analysis

Salary: \$75,000 (entry level)

Application Deadline: August 07, 2026

Employee Benefits: [Click Here to Learn More](#)

Principal Duties: We are recruiting policy analysts to work on a nonpartisan basis in the following functional areas:

- **Budget Analysis:** Evaluating operating and capital budgets of State agencies, including use of revenue, spending, and performance data to assess the efficiency and effectiveness of State programs.
- **Fiscal and Policy Notes:** Analyzing the fiscal, economic, and legal effects of legislation and proposed State regulations, and preparing official fiscal estimates of proposed legislation.
- **Legislation:** Drafting legislation and amendments to legislation, staffing local legislative delegations, and analyzing proposed State regulations.

Specific duties vary by function but include:

- Researching legal and policy issues and developing expertise in specific subject matter areas.
- Conveying quantitative and other analytical findings through written summaries and use of visual aids (e.g. charts and other graphics).
- Responding to legislative requests and presenting findings and recommendations to legislators, committees, task forces, and others in formal and informal settings.
- Completing assignments in the Annapolis office and through remote work.

Qualifications:

- A master's degree or law degree and a demonstrated interest in providing economic, fiscal, legal, or public policy analysis.
- Excellent writing and verbal communication skills.
- Strong analytical abilities, including knowledge of basic statistical, mathematical, and financial concepts.
- Competency with standard computer software, including Microsoft Word and Excel.
- Ability to work independently, in teams, and sometimes under extreme time pressure.
- Availability for extended work hours, including evening and weekend work, during the legislative session from January to April.

To Apply:

Email Resume and Cover Letter to jobs@mga.maryland.gov and include code 02-26. The cover letter should state the reasons for interest in the position, any relevant experience, preference for assignment, and availability to begin work.

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

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