

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

**Position:** Policy Analyst I – Office of Policy Analysis

**Salary:** \$75,000 (entry level)

**Application Deadline:** July 10, 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](mailto: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.*