

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position: Policy Analyst
Office of Policy Analysis

Salary: \$70,000 – negotiable based on experience and qualifications

Application Deadline: Open Until Filled

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

Principal Duties: We are recruiting for policy analysts to work 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 efficiency and effectiveness of State programs.
- ***Fiscal and Policy Notes:*** Analyzing the fiscal, economic, and legal effects of legislation and State regulations, and preparing official fiscal estimates of proposed legislation.
- ***Legislation/Committee Staffing:*** Drafting bills and amendments; staffing committees and local legislative delegations; researching, analyzing, and revising legislation and statutory law; and analyzing proposed regulations.

Specific duties vary by function but include:

- Researching legal and policy issues.
- Responding to legislative requests.
- Presenting information to legislators, committees, task forces, and others in formal and informal settings.
- Developing expertise in specific policy areas (e.g., education, public safety) within the applicable function and through cross-functional policy workgroups.
- Assisting with special projects as needed.

Qualifications:

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

To Apply:

Email Resume and Cover Letter to jobs@mlis.state.md.us and include code 08-22.

The cover letter should state the reasons for interest in the position, any relevant experience, preference for functional assignment, and availability to begin work. An exercise assessing writing and basic mathematical/analytical skills is part of the interview process.

Website: <http://mgaleg.maryland.gov>

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.

April 12, 2022