

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position: Policy Analyst, Racial Equity Impact Notes
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 Racial Equity Impact Note (REIN) function. The primary responsibility for a policy analyst in the REIN function is to provide an objective and non-partisan assessment of potential disparities among racial and ethnic groups that may be impacted by proposed criminal justice legislation.

Specific duties include:

- Preparing impact statements for selected criminal justice legislation introduced during the legislative session.
- Researching legal and policy issues.
- Responding to legislative requests.
- Presenting information to legislators, committees, task forces, and others in formal and informal settings.
- Assisting with cross-functional policy workgroup projects and other projects as needed.

Qualifications:

- A law degree, master's degree, or PhD with a focus on criminal justice statistics, public policy, or a related field.
- Excellent writing and verbal communication skills and competency with standard computer programs, including word processing, presentation, and spreadsheet software.
- Strong analytical abilities, including 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 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 09-22.

The cover letter should state the reasons for interest in the position, any relevant experience, 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 14, 2022