

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

Position: Policy Analyst – Office of Policy Analysis

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

Application Deadline: September 20, 2024

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

Principal Duties: We are recruiting for 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 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.
- Responding to legislative requests.
- Presenting information to legislators, committees, and task forces 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.
- Completing assignments both in office and through remote work.

Qualifications:

- A law degree or master's degree and a demonstrated interest in providing economic, fiscal, legal, or public policy analysis.
- Excellent writing and verbal communication skills.
- Strong analytical abilities, including basic 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 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 12-24. 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 basic writing and mathematical/analytical skills is part of the interview process.

The Department of Legislative Services is an equal employment opportunity employer and does not discriminate based on race, religion, color, sex, gender identity or expression, sexual orientation, age disability, national origin, veteran status, or any other basis covered by appropriate law, regulation, or legislative policy. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role. If you have Equal Employment Opportunity Questions or a Reasonable Accommodation, please contact humanresources@mlis.state.md.us or Brooke.Connolly@mlis.state.md.us