

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position(s): Policy Analyst – Budget Analysis
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:

- Evaluate operating and capital budgets of State agencies, including use of revenue, spending, and performance data to assess efficiency and effectiveness of State programs.
- Convey quantitative and other analytical findings through written summaries and use of visual aids (e.g., charts and other graphics).
- Present findings and recommendations to legislators, committees, task forces, and others in formal and informal settings.
- Research policy issues and develop expertise in specific policy areas (e.g., environment, transportation, public safety).
- Respond to legislative requests.

Qualifications:

- A master's degree or law degree and a demonstrated interest in providing economic, fiscal, 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 stating relevant experience and reasons for interest in the position to jobs@mlis.state.md.us and include code 16-22.

NOTE: The cover letter should state the reasons for interest in the position, any relevant experience, preferred policy areas, 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.

July 7th, 2022