

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

POLICY ANALYST RESUME POOL FOR FUTURE OPENINGS

Position: Policy Analyst – Office of Policy Analysis

Salary: Salary commensurate with experience. Entry level positions have a starting salary of \$75,000.

[View the DLS Salary Plan Here](#)

Application Deadline: Open Until Filled

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

Focus Areas:

- Budget, Finance & Taxation
- Judiciary & Judicial Proceedings
- Education, Energy & Environment
- Environment & Transportation
- Health & Government Operations
- Economic Matters

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.

[CLICK HERE TO SUBMIT YOUR RESUME TO OUR RESUME POOL](#)

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