

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

Position: Health Policy Analyst – Fiscal and Policy Notes (Policy Analyst I)
Office of Policy Analysis

Salary: \$75,000 (entry-level) – actual salary will depend on experience and qualifications

Application Deadline: October 10, 2025

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

Principal Duties: Policy analysts in the fiscal and policy notes function work on a nonpartisan basis and perform the following tasks:

- Analyze the fiscal, economic, and legal effects of legislation and regulations, and prepare official fiscal estimates of proposed legislation.
- Convey quantitative and other analytical findings through written summaries and use of visual aids (e.g. charts and other graphics).
- Respond to legislative requests and 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.
- Complete assignments in the Annapolis office and through remote work.

Qualifications:

- A master's degree or law degree and a demonstrated interest in providing economic, fiscal, or public policy analysis. Knowledge of health policy, specifically Medicaid and health insurance, preferred but not required.
- Excellent writing and verbal communication skills.
- Strong analytical abilities, including basic statistical, 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 pressure.
- 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@mga.maryland.gov and include code 07-25.
The cover letter should state the reasons for interest in the position, any relevant experience, 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 will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.