

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Policy Analyst
GRADE: 2
REPORTS TO: Central Staff Director

POSITION SUMMARY: This is an at-will, partisan position. The Policy Analyst is an entry level position that provides support, analysis, and advice to the caucus on a particular subject area.

More specifically, the Analyst attends committee meetings and House session to monitor legislation, advise Members on policy issues, and aid in the legislative process. Additionally, the individual assists the assigned Committee Chair and senior advisors in developing the Committee's agenda, as well as preparing and managing legislation before the Committee. The individual also works with stakeholders to solicit and address policy issues pertaining to specific legislation.

PRINCIPAL ACCOUNTABILITIES: The Policy Analyst is assigned a committee and/or subject area which is more narrow in scope and serves as the principal subject advisor to the Committee Chair and the Speaker, or the Minority Vice Chair and Minority Leader, as applicable. Secondly, the Analyst also provides policy advice and services to the other Members of the caucus. This individual also performs administrative responsibilities and other duties as assigned.

The Policy Analyst should continuously monitor and analyze academic, political, legal, and industry developments within the assigned subject area. The Analyst is expected to assist the Policy Section and senior advisors in developing policy and legislation in accordance with caucus priorities.

JOB QUALIFICATIONS: Associates degree and/or equivalent position related experience. The individual must possess strong oral and written communication skills, and have the ability to perform quality, objective research and analysis. The individual must also be familiar with the legislative process and state government.

The individual must be able to synthesize and analyze complicated legislation into a concise narrative. Strong interpersonal skills are also required to ensure effective communication with the Members, Senate, Executive branch, interest groups, and staff while defending caucus priorities and working under pressure to manage legislation before policy and appropriations committees.