

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

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

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**POSITION SUMMARY:** This is an at-will, partisan position. The Research Analyst is an entry level position that provides support, analysis, and research for the caucus.

**PRINCIPAL ACCOUNTABILITIES:** The Research Analyst is assigned a committee and/or subject area and provides research services to the Committee Chair, or the Minority Vice Chair, as applicable. Secondarily, the Research Analyst also provides research services to the other Members of the caucus. The individual performs the following tasks when directed, as well as other duties as assigned:

- Track voting in assigned committees and on the Session floor
- Create and enhance district-wide registered voter databases for use by Member offices for various forms of constituent contact
- Process mail files for use by Member offices and to meet bulk rate standards
- Administer caucus mapping systems

The individual is expected to become familiar with the nature, demands, and expectations of working in the legislative environment. The Research Analyst must be able to adapt and respond to demands that can increase or decrease according to ever-changing issues before the legislature.

**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.

Strong interpersonal skills are also required to ensure effective communication with the Members and staff while working under pressure to manage their assigned tasks.