



# Utah House of Representatives

House Majority Senior Policy Advisor | 2026

**UTAH HOUSE OF REPRESENTATIVES  
invites applications for the position of:  
Majority Senior Policy Advisor, House of Representatives, Job # 1504**

**PHYSICAL ADDRESS:** Utah House of Representatives  
350 State Street  
Salt Lake City, UT 84114

**OPENING DATE:** Wednesday, June 24<sup>th</sup> 2026

**CLOSING DATE:** Wednesday, July 1<sup>st</sup> 2026

**JOB DESCRIPTION:**

The Utah House of Representatives Majority Staff is a partisan office serving the needs of the Majority Caucus Members. This position requires excellent communication skills, an ability to anticipate needs, and critical thinking. The majority staff for the House of Representatives maintains an exciting culture of high performance, innovation, problem-solving, and flexibility.

A Senior Policy Advisor is responsible for assisting members of the House Majority caucus as they develop and implement policy through the legislative process. This position requires being detail oriented, strong analytical and research skills, and strong interpersonal skills.

This is not a career service position and incumbents serve in an at-will basis. Incumbents serve in a partisan capacity and must be willing to work extended hours and weekends during the legislative session, the interim, or as needed.

**EXAMPLE OF DUTIES:**

- Coordinate and manage policy issues for the Utah House of Representatives, House leadership, and caucus staff to support the development and advancement of legislative policy initiatives.
- Conduct policy research, legislative analysis, and strategic review of proposed legislation to assess policy impacts and provide recommendations to House leadership and members.
- Monitor and track legislation throughout the legislative session and interim process, including advising on policy implications, political considerations, and implementation challenges.
- Develop and implement legislative strategies, action plans, and policy initiatives in coordination with the Speaker of the House and House Majority Caucus leadership.
- Facilitate policy work groups, task forces, committees, and stakeholder meetings to support legislative priorities and policy development efforts.
- Prepare briefing materials, policy memos, white papers, correspondence, reports, talking points, summaries, and other written communications for leadership, members, and external stakeholders.
- Support and coordinate House involvement with boards, councils, commissions, committees, and task forces aligned with legislative priorities and statewide initiatives.



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- Analyze and interpret policy data, reports, and research findings to provide strategic recommendations and support evidence-based decision making.
- Design, administer, and evaluate surveys, questionnaires, and other data collection tools used in policy research and legislative analysis.
- Assist House Majority Caucus members with policy development, messaging, legislative strategy, and constituent or stakeholder communications.
- Interface regularly with members of the executive and judicial branches, local government entities, industry stakeholders, and the general public on legislative and policy matters.
- Lead and coordinate the end-of-session “lifting and sifting” process, including bill prioritization, procedural management, and legislative strategy coordination.

## **QUALIFICATIONS:**

- Bachelor’s in political science or related field
- 5+ years in legislative field or related capacity
- Strong oral and written communication skills
- Must be willing to serve in a partisan capacity.
- Must reside in Utah. Physical presence is required to perform some tasks and may be seasonally based. Physical attendance during the general legislative session and interim sessions is essential.
- Must be able to work late nights and weekends as needed, especially during the general legislative session.

## **APPLICATION INSTRUCTIONS:**

Send a cover letter and resume to [hr@le.utah.gov](mailto:hr@le.utah.gov) by Wednesday, July 1<sup>st</sup>. Failure to submit both a cover letter and resume as attachments to your email may result in disqualification. Please combine your application materials into a single PDF document.

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## **SUPPLEMENTAL INFORMATION:**

**SALARY RANGE:** The pay range for this position is between \$67.50 - \$72.50 hourly plus comprehensive medical, dental, leave, and retirement benefits. The starting salary will be determined based on the successful candidate’s experience and qualifications.

### **ADDITIONAL SUPPLEMENTAL INFORMATION:**

*Employees in this position are classified as exempt under the Fair Labor Standards Act (FLSA).*

*Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position. The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.*

*Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodation to complete the application process, please contact Jennifer Fife ([jfife@le.utah.gov](mailto:jfife@le.utah.gov)).*



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*Veteran's Preference ([Utah Code Ann. 71A-2-102](#)): An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter form the VA stating the disability percentage granted must also be attached.*