



OFFICE OF LEGISLATIVE RESEARCH AND GENERAL COUNSEL

John Q. Cannon, Director

John L. Fellows, General Counsel

STATE OF UTAH
invites applications for the position of:
POLICY ANALYST, JOB #29171

PHYSICAL ADDRESS: Utah Legislature
Office of Legislative Research and General Counsel
210 House Building State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Thursday, September 23, 2021

CLOSING DATE: Monday, October 4, 2021, 12:00 p.m.

The Office of Legislative Research and General Counsel offers a collaborative, professional, and flexible work environment. Employees must reside in Utah. Policy Analysts must work at the Capitol, in person, for the Legislature's annual General Session (January-March). Remote working opportunities are available outside of the General Session (April-December).

JOB DESCRIPTION:

The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking a full-time Policy Analyst. A Policy Analyst conducts public policy research and analysis for individual legislators and legislative committees, commissions, and task forces.

Policy Analysts must be able to maintain neutrality and objectivity, regardless of their personal beliefs: specifically, she/he must be able to work with legislators with different party affiliations, opinions, and political philosophies, and be able to conduct objective analysis on various public policy positions. Additionally, Policy Analysts must be able to work in a team environment with legislative attorneys and other legislative staff who have varying areas of expertise and experience.

POSITION RESPONSIBILITIES:

- Research and conduct in-depth policy analysis
- Identify and communicate policy options during the development of draft legislation
- Staff legislative committees
- Advise legislators on the application of legislative rules and process
- Prepare policy briefs, memoranda, briefing papers, and presentations
- Track relevant federal and state legislation

POSITION QUALIFICATIONS:

A candidate for employment as Policy Analyst must:

- have a master's degree in Public Administration, Public Policy, Economics, Political Science, or a related discipline;
- demonstrate superior research and writing skills;
- demonstrate superior organizational and analytical skills;
- possess the ability to work independently and as part of a team;
- possess the ability to work with a variety of people in an unbiased manner;
- possess the ability to use sound professional judgement in a political environment;
- be able to work extended hours during the legislative session, on interim days, and as needed throughout the year; and
- be non-partisan.

SALARY: The range for this job is \$37.00 to \$74.20 per hour, plus comprehensive medical, dental, leave, and retirement benefits. The selected candidate's starting salary will be commensurate with their education and professional experience.

APPLICATION INSTRUCTIONS: Submit a cover letter and resume via email no later than 12 noon on Monday, October 4, 2021 to hr@le.utah.gov. Incomplete applications will not be considered.

SUPPLEMENTAL INFORMATION:

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 accommodations to complete the application process, contact Rebecca Smyrniotopoulos at rsmyrn@le.utah.gov.

