

NEVADA LEGISLATIVE COUNSEL BUREAU

CARSON CITY, NEVADA

SENIOR POLICY ANALYST

The Legislative Counsel Bureau is the full-time, central, nonpartisan staff of the Nevada State Legislature. The senior policy analyst is assigned to the Research Division, which is the general information, policy analysis, and service arm of the Legislature. Under general supervision, the analyst performs substantive policy analysis and “quick response” research on a broad variety of subjects at the request of legislators, legislative committees, and other government officials. Among other duties, the analyst may provide direct support to standing committees during the legislative session and to interim committees between legislative sessions, as assigned. All work is performed on a professional, nonpartisan basis.

Minimum qualifications for the position include a master’s degree, law degree, or other advanced degree from an accredited college or university. Two years of experience in public policy analysis and research is required. Previous work experience with elected officials is desirable, but not required. Please review the following pages for a complete job description.

The Division is recruiting to fill one or more full-time senior policy analyst positions beginning on or around February 3, 2020. In addition, the Division may use this same recruitment to fill one or more full-time positions that may become available during the 2019–2020 Interim and before the 2021 Legislative Session, including certain “session hire” positions that may be available.

SALARY AND BENEFITS

The salary range is \$69,739 to \$104,901 (Grade 42) annually (employee-employer paid retirement), depending on qualifications and experience. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance.

Applicants must submit a Legislative Counsel Bureau Employment Application ([click here](#)) and a letter of interest with résumé to Ken Kruse, Human Resources, Legislative Counsel Bureau, 401 South Carson Street, Carson City, Nevada 89701-4747 (Telephone: 775/684-6966; Fax: 775/684-6965). Electronic mail may be used to transmit the application, letter, and résumé. Please utilize MS Word format and send to kkruse@lcb.state.nv.us.

CLOSING DATE: DECEMBER 20, 2019 AT 5 P.M.

NOTE: The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

SENIOR POLICY ANALYST (GRADE 42)

DEFINITION OF CLASS

The senior policy analyst performs both in-depth policy analysis and “quick response” research on a broad variety of subjects at the request of legislators, legislative committees, and other government officials. Under limited supervision, the analyst provides staff assistance to policy committees of the Legislature both during and between legislative sessions; prepares in-depth research papers, reports, and recommendations of legislative study committees; conducts statistical analyses; writes speeches and bill testimony; and prepares other products as required. He or she responds to inquiries concerning Nevada’s government, laws, and public problems from residents, counterpart agencies, national associations, public officials in other states, and the federal government. The senior policy analyst functions as a member, staff, or liaison to national organizations when assigned. All work is performed on a professional, nonpartisan basis.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

A master’s degree, law degree, or other advanced degree from an accredited college or university is required. Two or more years of experience in public policy analysis and research or working with elected officials is preferred, but not required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Broad knowledge of academic, private, and government research resources.
- An understanding of formal research techniques, including basic computer applications and an ability to organize and display statistical data.
- Exceptional communication skills, written and oral.
- Ability to assemble and analyze information quickly and accurately.
- Initiative and ability to work under pressure to produce a significant quantity of work products of superior quality.
- Demonstrated ability to work with a broad range of people without letting personal opinions or positions influence work procedures or products.

EXAMPLES OF DUTIES

The following is used only as a partial description and is not restrictive as to the duties required:

- Performs “spot” research and in-depth policy analysis as directed;
- Serves as committee policy analyst or provides other direct support to standing committees during the legislative session, as assigned;
- Coordinates the operation of interim study committees between legislative sessions, including the preparation of committee final reports and recommendations, when assigned as primary staff;

- Assists legislators in responding to constituents' questions and concerns;
- Prepares bill explanations and analyses for legislators and standing committees;
- Upon request, appears before legislative committees to provide information on topics of legislation or other matters of interest to the committee;
- Prepares publications for distribution by the Research Division;
- Develops policy and program reports and research briefs summarizing issues and topics of legislative concern;
- Writes speeches and testimony and prepares presentations for legislators;
- Compiles data that may be presented to the Legislature in the form of charts, tables, and PowerPoint presentations;
- Responds to public inquiries concerning Nevada's government and laws;
- Continuously works to develop significant knowledge and expertise in a number of subject areas, as assigned; and
- Assists in the implementation of the Research Division's Strategic Plan.

Revised November 11, 2019