

NEVADA LEGISLATIVE COUNSEL BUREAU

Carson City, Nevada

SENIOR RESEARCH ANALYST



The Legislative Counsel Bureau is the full-time, central, nonpartisan staff of the Nevada State Legislature. The Senior Research 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 and “quick-response” research into 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, 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 experience in public policy analysis and research and previous work with elected officials are desirable, but not required. Please review the following pages for a complete job description.

The Division is recruiting to fill one or more permanent Senior Research Analyst positions beginning on or around June 23, 2014. In addition, the Division may use this same recruitment to fill one or more temporary session-hire positions beginning on or around October 1, 2014, and ending on or before June 30, 2015.

Salary and Benefits

The salary range is \$61,951 to \$93,187 (Grade 42) annually (employee-employer paid retirement), depending on qualifications and experience. The requirement for 48 hours of unpaid furlough leave annually for this position will reduce the salary initially. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance.

Please submit a Legislative Counsel Bureau Employment Application ([click here](#)) along with a letter of application and 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 your application, letter, and résumé. Please use MS Word format and send to kkruse@lcb.state.nv.us.

Closing Date: May 23, 2014

SENIOR RESEARCH ANALYST

Grade 42

DEFINITION OF CLASS

Performs in-depth and quick-response research into a broad variety of subjects at the request of legislators, legislative committees, and other governmental officials. Under limited supervision by a supervisor designated by the Research Director, provides staff assistance to standing committees of the Legislature, prepares in-depth research papers, reports, and recommendations of legislative study committees, statistical analyses, speeches, and other products as required. 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. 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 or other advanced degree from an accredited college or university is required. Two or more years experience in public policy analysis and research 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 and in-depth research as directed.
- Serves as committee policy analyst or provides other direct support to standing committees, as assigned.
- Assists legislators in dealing with constituents' questions and problems.
- Prepares floor statements and analyses for legislators and standing committees.

- Appears before committees upon request to provide information on topics of legislation.
- Coordinates the operation of interim study committees, including the preparation of committee reports when assigned as primary staff.
- Assists in the preparation of publications produced by the Research Division.
- Develops policy and program reports summarizing issues and topics of legislative concern.
- Writes speeches for legislators.
- Prepares drafts of newsletter articles or guest editorials.
- 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.

Revised: April 25, 2014