



POSITION POSTING

LEGISLATIVE ANALYST

The House Fiscal Agency is a nonpartisan agency within the Michigan House of Representatives. Agency personnel provide confidential, nonpartisan expertise to House Appropriations Committee members and all other members of the House on legislative fiscal matters and legislative analysis.

General Description: The Legislative Analysis Unit within the House Fiscal Agency provides members of the House of Representatives with concise, nonpartisan information on non-budget bills pending before the House. This information comes primarily in two forms: summaries of bills on House committee agendas, and more comprehensive analyses of bills when they are reported from committee and are before the full House. Each document is produced jointly by a legislative analyst and a fiscal analyst. A legislative analyst must compare the proposed legislation with current law, explain any technical or legalistic language, describe the problem being addressed, provide relevant background information, and summarize arguments for and against the proposed legislation. The ability to recognize and articulate a variety of points of view is important.

Salary Range: Commensurate with experience. Entry level salary begins at \$43,700.

Minimum Qualifications: The analyst must be able to write clearly, concisely, and quickly. Documents are produced under the pressure of deadline. Analysts should be generalists capable of comprehending a wide range of issues and providing a non-technical digest of relevant information. Analysts must be able to work independently with a minimum of supervision and maintain effective working relations with members and staff of both political parties while performing a nonpartisan role. The position requires research and analytical skills, as well as strong written and verbal communication skills. A bachelor's degree is required and a professional writing background and quantitative skills are preferred.

Governing Caucus: NONPARTISAN

The position posting will remain open until September 7, 2018.

**Email resume, cover letter, academic transcripts, and one or more writing samples to:
HFAadministration@house.mi.gov
Attention: Mary Ann Cleary, Director, House Fiscal Agency**

Office Address: House Fiscal Agency, 124 North Capitol, P.O. Box 30014, Lansing, MI 48909-7514

Michigan House of Representatives

The position is a non-civil service appointment to state government. All employees of the Michigan House of Representatives are considered "at will" employees.

The Michigan House of Representatives is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record, or disability. If an accommodation is needed during the application process, please contact the House Human Resources Office at (517) 373-3069. An individual needing accommodations must notify the employer in writing, within 182 days after the need is known. Persons denied equal opportunity based on these conditions may file a complaint with the Michigan Civil Rights Commission.

Posted: August 20, 2018