



Job Posting

Posting & Application Period:
November 5 — 24, 2014 (by 5 pm)

Research Analyst

DEPARTMENT: Legislative Service Bureau – Research Services Division

STATUS: Full-Time

HOURS: 37.5 hours per week; 8:30 a.m. to 5:00 p.m., Monday through Friday

MINIMUM PAY RATE: \$23.92 per hour / \$46,823 annually (Pay Range H on Council Salary Schedule)

JOB LOCATION: Boji Tower, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This is an entry-level research position. Research analysts gather, synthesize, and analyze technical and non-technical information to provide high-quality, unbiased information to state legislators and legislative staff. Findings are communicated in writing or orally to support public policy development and bill drafting. Analysts learn the intricacies of the legislative process, become familiar with the sources of information unique to the Legislature, and develop consulting relationships with Legislative Service Bureau clients. Analysts also draft policy resolutions for state legislators. Assignments are completed independently, under the supervision of more experienced research staff. As training progresses and skills develop, more complex and difficult assignments are encountered.

MINIMUM QUALIFICATIONS

Master's degree required. Minimum of one year of relevant work experience required, such as basic public policy research, legislative or state government experience, or subject area experience. Minimum one year of experience in data analysis, research, and report writing required. Familiarity with public health, particularly environmental health and toxicology, or energy policy is preferred. Strong interpersonal skills required, including excellent written and oral communication skills. Intermediate level proficiency in Word and Excel required. Must be willing and able to work overtime and irregular hours as required.

HOW TO APPLY

Only online applications are being accepted through the State's NEOGOV system at <http://agency.governmentjobs.com/michigan/default.cfm>. For full consideration, candidates must include a cover letter, transcripts and a resume as separate attachments in their online application. The deadline to apply is 5 pm on Monday, November 24, 2014.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 3-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council 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 handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.