

LEGISLATIVE EDUCATION STUDY COMMITTEE

LEAD BILL ANALYST

The Lead Bill Analyst will provide quality control of all bill analysis related to public education for the 2019 legislative session.

Tasks include the following:

- Reviewing staff bill analysis for content and accuracy.
- Fact checking.
- Provide feedback and edits to LESC analysts.
- Conduct research as needed.

Knowledge, Skills, and Abilities:

- Must possess superior writing, research, and communication skills.
- Knowledge of the state education system, education policy, business and education finance, principles and practices of fiscal management, and state and federal laws governing education desired.
- Knowledge of legislative and committee procedures, processes, and policies.
- Ability to work independently and meet tight deadlines in a fast-paced environment.
- Ability to work cooperatively and under pressure with a variety of people.
- Experience with statistics and education, accountability, financial, and economic data preferred.
- Proficiency in Microsoft Office programs, including Word, Excel, and Outlook.

Other:

- Start Date: Between January 9 – 14, 2019 (TBD)
- End Date: March 16, 2019
- Position is a temporary, hourly, at-will, nonpartisan position.
- Work schedule and hours may vary as workload corresponds to session and committee schedules.

Send a letter of interest and résumé to the Legislative Education Study Committee, ATTN: Marissa Yniguez, 325 Don Gaspar, Suite 200, Santa Fe, New Mexico, 87501, or an e-mail to: Marissa.yniguez@nmlegis.gov; posting open until filled.