



## LEGISLATIVE EDUCATION STUDY COMMITTEE POLICY ANALYST JOB DESCRIPTION

**Job Title:** Policy Analyst

**Reports to:** Deputy Director

**Best Consideration Date:** Open until filled

**General Description:** The Legislative Education Study Committee (LESC) is seeking a policy analyst to conduct research, analyze policy and fiscal issues, and help make policy and budgetary recommendations for the Committee and Legislature related to public education. Candidate must possess superior writing and communication skills.

### **Duties and Responsibilities:**

- Conduct research on education issues and prepare, compile, and analyze data for education studies;
- Analyze the effects of policy decisions, legislation, and fiscal measures on educational outcomes;
- Prepare and present findings of written reports to the Committee, including proposing statutory changes to improve educational outcomes;
- Work with executive agencies, school districts, and other education stakeholders;
- Monitor and assist education committees during the legislative session;
- Respond to legislative requests and perform other duties as assigned by the Director

**Desired Qualifications:** Bachelor's degree in public policy, law, economics, finance, education, public administration, or a related field is required. Advanced degree preferred.

Candidate should be able to: analyze and interpret education data, conduct research, and evaluate education programs for both programmatic and cost effectiveness. Successful candidate should possess strong problem solving and analytical skills, be able to formulate policy and budget recommendations and express ideas clearly and concisely, both orally and in writing. Proficiency in Microsoft Office programs and Outlook required.

Must be able to work under pressure and meet tight deadlines in a fast-paced environment, initiate and manage projects independently, and balance multiple projects at once. Must possess excellent oral communication skills, superior writing, and editing skills. Should be able to establish and maintain effective working relationships with legislators, associates, and the public and handle confidential matters in a trustworthy manner. Ideal candidate is self-driven, creative, and has strong interpersonal skills including the ability to work well on a team.

Knowledge of the New Mexico's education system, education policy, business and education finance, and state and federal laws governing education desired.

Level of position and salary depend on qualifications, experience, and reflect the marketplace.

Send a letter of interest and resume to the Legislative Education Study Committee, attention Alonzo Baca, 325 Don Gaspar, Suite 100, Santa Fe, New Mexico, 87501, or an e-mail to: [Alonzo.Baca@nmlegis.gov](mailto:Alonzo.Baca@nmlegis.gov).