



WISCONSIN LEGISLATIVE COUNCIL

April 30, 2019

Employment Opportunity:

Staff Analyst Position

The Wisconsin Legislative Council is a nonpartisan service agency in the Wisconsin Legislature that employs attorneys and analysts who provide legal and research services to legislative committees, legislators, and legislative staff. The Legislative Council staff is required, by statute, to be strictly nonpartisan.

The Legislative Council seeks a staff analyst to join the agency, with an anticipated start date of July 2019. The analyst will support attorneys on the staff with technical or scientific analysis on environment, utilities, agriculture, and related legislation and projects, in addition to staffing committees and responding to individual legislator requests. The position is located in downtown Madison, across from the State Capitol. The position is in the unclassified state service and offers a comprehensive compensation and benefits package. The starting salary is based on relevant work experience and education and is competitive within state service.

Primary Responsibilities

The primary responsibilities of a staff analyst include all of the following:

Committee Staffing

- Attend each meeting of a standing committee or study committee to which you are assigned to staff. [Typically, an analyst is assigned to staff three to six standing committees during the legislative session and to staff one to two study committees during the interim period.]
- Provide policy research to the committee, including preparing or presenting background information on topics of interest to the committee.
- Respond to questions from the committee and provide interpretation and analysis on bills and amendments that are being considered by the committee, as well as relevant federal or state law.
- Provide written interpretations and analyses on bills, amendments, and federal or state law.
- Provide briefings to committee members on bills being considered by the committee.
- Provide advice on topics such as open meetings law and committee procedure.
- Assist in the development of bills and amendments, including providing analysis on the practical and legal effects of changes to state law.
- Advise the committee in its oversight of state agencies, including its role in reviewing proposed administrative rules.
- Develop expertise in the subject matter areas under the jurisdiction of the committee.
- Attend caucus briefings or staff Assembly and Senate floor sessions on bills that were considered by your assigned committees.
- Develop strong working relationships with the chair, ranking minority member, and other members of the committee.

Research for Individual Legislators

- Provide interpretations and analyses on bills, amendments, and federal or state law, either orally or in writing.

- Provide policy research.
- Assist in the development of bills and amendments, including providing analysis on the practical and legal effects of changes to state law.
- Provide advice on open meetings law, public records law, and legislative procedure.

Administrative Rules Review

- Review and prepare reports on proposed administrative rules that are promulgated by state agencies, including analyzing whether a state agency has statutory authority to promulgate a rule.
- Provide information and analysis to standing committees and individual legislators as they review proposed rules.

Publications

- Write act memos for bills that are enacted into law.
- Write amendment memos for amendments that are adopted by a committee or house of the Legislature.
- Write publications on topics of interest to the Legislature.

Qualifications

A qualified candidate will have a master's degree in a science field from an accredited college or university. In addition, a qualified candidate will have the ability to work well in a nonpartisan role; have a strong knowledge of federal, state, and local government organization and functions; and be able to work well in a visible and time-sensitive manner.

An ideal candidate will also possess all of the following:

- A PhD in a science field.
- Knowledge of basic legal principles.
- Interest in working in the legislative branch.
- Experience in interpreting and advising on statutory and case law.
- Strong oral and written communication skills.
- Interest in contributing to a collaborative work environment.
- Ability to build strong relationships with legislators and legislative staff.

To Apply

The deadline to apply for this position is **May 21, 2019**.

To apply, submit the following application materials: (1) resume; (2) graduate school transcript; and (3) two-page statement of interest that describes your interest in, and qualifications for, the position. Application materials should be submitted to Kelly Mautz, Senior Administrative Assistant-Lead, Wisconsin Legislative Council, One East Main Street, Suite 401, Madison, WI 53703-3382, or lcapp@legis.wisconsin.gov. Email is preferred.

The Legislative Council is an affirmative action/equal opportunity employer.