



## Legislative Council Staff

*Nonpartisan Services for Colorado's Legislature*

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### Employment Opportunity with the Colorado General Assembly

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|---------------|---|
| Agency:       | Legislative Council Staff                                       |
| Job Title:    | Research Analyst  |
| Job Series:   | Non-classified Position   |
| FLSA Status:  | Exempt; this position is not eligible for overtime compensation |
| Occup. Group: | Professional Services   |
| Salary:       | \$55,000 to \$60,000 annually, commensurate with experience     |
| Release Date: | October 7, 2021   |
| Apply By:     | October 20, 2021  |

### About Legislative Council Staff

Colorado Legislative Council Staff (LCS), the nonpartisan research agency of the Colorado General Assembly, is seeking a skilled and highly motivated professional to join the Policy and Research Section as a Research Analyst. Come join a team of experienced analysts and have the opportunity to play a critical role in Colorado's legislative process.

Legislative Council Staff is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. **We are committed to increasing the diversity of our staff. Therefore, we encourage responses from people of diverse backgrounds and abilities.**

Since 1953, the Colorado Legislative Council Staff (LCS) has provided nonpartisan products and services to the legislature and the public to support and inform the policy making process, preserve the legislative institution, and promote transparency. You will be joining an organization with a rich history that is driven by our mission, vision, and values. As a nonpartisan staff organization, our work is guided and informed by our commitment to:

- Service
- the Legislative Institution
- Excellence
- Integrity
- Respect
- Innovation

When you join LCS, you can expect:

- to fill a vital role in supporting Colorado's lawmakers to serve our state and uphold the democratic process;
- to join a supportive and collegial culture that is driven by our shared mission, vision, and values;
- to work for an organization committed to balancing our important work for the state legislature with employees' lives outside of work;
- to be supported in your continual professional development and growth; and
- to work for an organization that recognizes the unique talents, backgrounds, and contributions of our individual employees.

Additional information about Legislative Council Staff can be found at:

<http://leg.colorado.gov/agencies/legislative-council-staff>.

## Job Summary

**Primary responsibilities.** Research Analysts provide staff assistance to legislative committees while the Colorado General Assembly is in session and to other special study committees during the interim between sessions. Committee analysts assist a committee chairs with agendas, research issues related to committee work, and respond to questions about committee activities from legislators, lobbyists, government officials, and members of the public. Research analysts also analyze, research, and write high quality research papers and issue briefs about policy areas of interest to state legislators and the public. This position requires the ability to work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or personal opinions.

**Other responsibilities.** Research analysts research and write portions of the "Blue Book" voter guide on statewide election issues and respond to other requests that arise from state legislators or legislative staff. Research analysts also may also assist with constituent requests and special projects.

**Required knowledge, skills, and abilities.** A successful candidate will:

- write clearly and concisely about complicated topics;
- have strong research and policy analysis skills;
- work effectively across a range of policy areas of interest to the General Assembly;
- work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or personal opinions;
- have excellent writing, communication, and proofreading skills;
- use technology effectively and learn new skills as necessary;
- have strong individual initiative/work ethic;
- manage their time and workload effectively in a fast-paced environment; and
- have the ability to quickly and proficiently understand and absorb new information.

Preferred candidates will have knowledge of Colorado law, state government, and the legislative process.

**Education requirement.** The minimum educational requirement is a Bachelor’s degree from an accredited college or university. Coursework in public policy, public administration, political science, or a related field is preferred.

**Salary and benefits.** The salary range for this position is \$55,000 - \$60,000 per year, with salary level within this range commensurate with education and experience. Legislative Council Staff employees are not members of the state personnel system, although employment includes coverage under the State of Colorado benefits package.

Legislative Council Staff is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Our benefits package includes:

- PERA retirement benefits, including PERA Defined Benefit Plan, PERA Defined Contribution Plan, plus 401K and 457 plans;
- Medical, dental, and vision insurance coverage;
- Automatic short-term and optional long-term disability coverage;
- Life and AD&D insurance; and
- Flexible Spending Accounts (FSAs).

Our generous and flexible leave policies include:

- A minimum of three weeks of annual leave, based on tenure, and accrued on a monthly basis;
- Ten annual paid holidays;
- Sick leave;
- Flexible work schedules during the legislative interim; and
- A generous compensation time policy.

The ongoing COVID-19 pandemic has impacted how and where we do our work. We currently work on a hybrid model, with work required in the office on certain days of most weeks, and the rest of the time remote. We anticipate that this position will work in the office full time beginning in January 2022.

## **Application Process**

Please send any questions and email your application packet with “Research Analyst Position” in the email subject line to:

- Katie Ruedebusch, Policy and Research Team Leader, [committees.lcs.ga@state.co.us](mailto:committees.lcs.ga@state.co.us), 303-866-3001.

**Application packet.** Your application packet must include:

- your resume;
- a cover letter (including your salary requirement); and

- a list of three professional references.

Incomplete applications will not be considered. Because this position is with the legislative branch, there is no need to fill out the state application.