

SENIOR POLICY ANALYST

SENATE RESEARCH OFFICE, GEORGIA STATE SENATE
ATLANTA, GEORGIA

The Senate Research Office is seeking qualified candidates for the position of **Senior Policy Analyst**.

About the Senate: The Georgia State Senate is comprised of 56 elected Senators and approximately 80 fulltime staff members. The Senate and the House of Representatives jointly comprise the Georgia General Assembly, the legislative branch of the government of the State of Georgia. The Georgia General Assembly is a part-time legislature and holds legislative session for approximately four months each year. More information about the Senate can be found at <http://www.senate.ga.gov/>.

About the Senate Research Office: The Senate Research Office has served the Georgia State Senate for 40 years. Senate Research was created in 1975 to serve all Senators and the Lieutenant Governor with objective information and analysis of legislation and issues affecting our state. By using a wide array of resources Senate Research has access to the latest, most accurate information available from all states, the federal government, and other public interest and professional sources.

The Senate Research Office is a non-partisan office that provides support to individual Senators on issues of policy development and both background and comparative research for statewide and local legislation. During the legislative session, the Senate Research Office creates bill summaries for all Senate bills and resolutions as well as House legislation that is considered by the Senate. In addition, Senate Research also:

- Staffs interim and standing committees;
- Identifies public policy trends;
- Produces study committee reports;
- Summarizes legislation;
- Provides research and memorandums on topics requested by Senators;
- Monitors state agency meetings and provides updates to committee chairs; and
- Gathers information on programs including cost analysis, program elements, and success.

Senior Policy Analyst: The position requires superior written and verbal communication skills. Computer skills are also essential. Assignments vary greatly and are subject to change with short notice; therefore, the position requires the ability to adapt to various situations and time pressures with ease. The ability to cooperate with and support other staff members is fundamental.

This is a full-time professional position. The office hours are approximately 8:30 A.M. to 5:00 P.M., Monday through Friday. During the legislative session, overtime hours are required. The legislative session generally runs from the first week in January until April.

Requirements:

1. Undergraduate degree from an accredited school in an appropriate field.
2. Understanding of government and the legislative process.
3. Strong communication, writing, and interpersonal skills required.
4. Advanced degree in law or policy (MPA, JD, LLM) preferred but not required.

Application Process: Send cover letter and résumé to Elizabeth Holcomb, Director of the Senate Research Office, at elizabeth.holcomb@senate.ga.gov.