



## 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 join its nonpartisan team in providing high-quality research and analysis to the LESC and the broader New Mexico Legislature. This position offers a unique opportunity to shape education policy by conducting in-depth research, analyzing fiscal and policy issues, and developing recommendations that support improved outcomes for New Mexico's students, teachers, and education system. We are looking for candidates with strong writing, research, and communication skills who are eager to translate research and evidence into actionable policy.

Experience working in education is highly desirable, as is some experience with statistics, program evaluation, and/or data analysis. Candidates who may have experience in some, but not all, areas noted in this job description are still strongly encouraged to apply. LESC staff will fully consider all applications.

### **Duties and Responsibilities:**

*Core Duties (required of all policy analysts):*

- Design, conduct, assess, and synthesize research on education policy issues;
- Analyze the effects of policy decisions, legislation, and fiscal measures on educational outcomes;
- Conduct research and evaluate education programs for both programmatic and cost-effectiveness;
- Prepare and present findings of written reports to the Committee, including proposing statutory changes to improve educational outcomes;
- Collaborate with executive agencies, school districts and schools, and other education stakeholders;
- Draft bill analyses and assist education committees during the legislative session;
- Respond to legislative requests; and
- Perform other duties as assigned by the Director and Deputy Director

*Additional Possible Duties (depending on candidate experience and skills):*

- Prepare, clean, and analyze education datasets to identify trends and insights;
- Develop data visualizations and dashboards to support legislative decision-making;
- Conduct program evaluation and cost-effectiveness studies; or
- Apply statistical methods or data science tools (e.g., R, Excel, Stata, SPSS, Python, Power BI) to support evidence-based policy analysis.

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

Successful candidates should possess strong problem-solving and analytical skills, be able to initiate and manage projects independently, and balance multiple priorities in a fast-paced environment. Must possess excellent oral communication, 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, curious, and has strong interpersonal skills, including the ability to work well on a team.

The LESC is an equal opportunity employer. Staff appointments are made without regard to race, color, religion, sex, national origin, political affiliation, age, disability, or other non-merit factors and solely on the basis of fitness for the position.

The level of this position and annual compensation reflects the marketplace, depends on qualifications and prior experience, and includes a comprehensive benefits package available to all state employees.

LESC staff will be hiring for a position that may range from Policy Analyst I, with a salary range of \$74,265 to \$117,479 (midpoint of \$95,871), to Senior Policy Analyst II, with a salary range of \$94,193 to \$149,732 (midpoint of \$121,963). Salary ranges offered reflect the full pay range of roles and new hires are generally offered positions at compensation between the salary minimum and midpoint amounts.

To apply, please send a **letter of interest** (specifically addressing the qualifications described in this announcement), a **current resume**, and a **writing sample** to 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).