LEGISLATIVE EDUCATION STUDY COMMITTEE
SENIOR POLICY ANALYST JOB DESCRIPTION

Job Title: Senior Policy Analyst

Reports to: Deputy Director

Best Consideration Date: Open until filled

General Description: LESC is seeking a senior policy analyst to conduct research and analyze policy and fiscal issues related to public education and teacher and school leader preparation programs. Candidate must possess superior writing, research, and communication skills. Experience with statistics and data analysis or analyzing financial and economic data, analysis including revenue and expenditure measures preferred. Knowledge of issues related to public education, public school finance, and colleges of education helpful but not required.

Duties and Responsibilities:
- Conduct research on education issues, including collecting and analyzing budget, economic, and program data and evaluating public school budget policies and procedures;
- Evaluate accountability standards related to effective and efficient school performance;
- Analyze the effects of policy and fiscal measures on educational outcomes;
- Prepare, compile, and analyze data for education studies;
- 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;
- Analyze education policy decisions and legislation;
- Monitor and assist education committees during the legislative session;
- Respond to legislative requests as assigned; and
- Perform other duties as assigned by the Director and Deputy Director.

Desired Qualifications: Master's degree required, an advanced degree in public policy, law, economics, finance, business or public administration is desired. Knowledge of policy analysis, spreadsheet and database applications, statistical and mathematical procedures such as cost-benefit analysis desired, and three years of relevant professional experience.

Knowledge of the New Mexico's education system, education policy, business and education finance, and state and federal laws governing education desired. Candidate should be able to: analyze and interpret education data, conduct research, and evaluate education programs. Additionally, successful candidate should possess strong problem solving and analytical skills, be able to formulate policy 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, and strong interpersonal skills, including the ability to work well on a team. Should be able to establish and maintain effective working relationships with legislators, associates, and the public and handle confidential matters in a trustworthy manner.

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..