

## POLICY ANALYST JOB DESCRIPTION



**Job Title:** Policy Analyst

**Reports to:** Deputy Director

**Best Consideration Date:** Open Until Filled

**General Description:** LESC is seeking an analyst to research and analyze fiscal and policy issues related to public education and school curriculum and instruction. LESC is statutorily charged with conducting a continuing study of public education and other education programs, related laws, and costs of these systems and recommending statutory changes. Candidate must possess superior writing, research, and communication skills. Experience with statistics and data analysis required. Knowledge of issues related to public schools, public school finance, and colleges of education preferred but not required. The position is an at-will, nonpartisan position. Job requires in-state travel with limited out-of-state travel opportunities.

### **Duties and Responsibilities:**

- Conduct research on education issues, including collecting and analyzing budget, economic, student achievement, and program data, and evaluating public school programs' budget policies, and procedures;
- Evaluate accountability standards related to effective and efficient school performance;
- Analyze effects of education programs on educational outcomes;
- Prepare, compile, and analyze data for education studies;
- Prepare and present written reports to the committee, including proposing statutory changes to improve educational outcomes;
- Assist in planning and preparation of interim LESC meetings, including compilation of committee records;
- Attend and participate in LESC meetings, other legislative committees, and meetings with the executive, government officials, and other stakeholders;
- Work with executive agencies, school districts, and other education stakeholders;
- Analyze education and fiscal 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:** Successful candidate ideally has a bachelor's degree or higher in education, public policy, political science, business, finance, economics, or a related field of study, including law, and three years of relevant professional experience; however, a bachelor's degree will be considered.

Knowledge of the state education system, education policy, business and education finance, principles and practices of fiscal management, and state and federal laws governing education desired. Candidate should be able to analyze and interpret education data, conduct research, and evaluate education programs. Should have strong problem-solving and analytical skills and be able to formulate policy recommendations. Proficiency in Microsoft Office programs, including Word, Excel, Outlook and PowerPoint.

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. Must handle confidential matters in a trustworthy manner.

Send a letter of interest and résumé to the Legislative Education Study Committee, ATTN: 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) for best consideration, by Open until filled. Salary and analyst job level dependent on experience.

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 job.