



GOVERNOR'S COORDINATING OFFICES
COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • MINORITY AFFAIRS
CRIME CONTROL & PREVENTION • CHILDREN • DEAF & HARD OF HEARING
PERFORMANCE IMPROVEMENT • GRANTS

Governor's Office for Children Job Description

Policy Analyst – Legislative Liaison/Special Projects Coordinator

Grade: 18

Salary Range: \$51,771 - \$60,147

The Governor's Office for Children (Office) operates under a vision that all Maryland's children, youth, and families will live and prosper in healthy, safe, and thriving communities. The Policy Analyst position provides policy expertise to programs and initiatives that support the Governor's agenda to ensure the well-being of Maryland's children and families.

The **Policy Analyst - Legislative Liaison/Special Projects Coordinator** position provides professional project and program administration and policy expertise to develop policy positions and legislative initiatives that support the success of Maryland's children. It requires proficiency across the spectrum of public policy and administration, including in-depth research, analysis, communication, project planning and coordination, and monitoring. This position may provide technical assistance and guidance to external stakeholders on legislative or policy issues relevant to the Office and represents the Office's mission, vision, goals and policy positions at key committees, councils and workgroups. The work of the Legislative Liaison/Special Projects Coordinator is fast paced, ever-changing and requires a high degree of professionalism, intellectual rigor, and attention to detail.

Responsibilities:

- Legislative activities: (50%)
 - Establishes the Office's legislative agenda with the Executive Team and the Governor's Legislative Office.
 - Serves as liaison to the Governor's Legislative Office and works at the direction of the point of contact for that office.
 - Works with legislative staff at partner agencies to ensure coordination of prospective legislation when appropriate.
 - Tracks legislation in issue areas impacting the well-being of children, youth, and families and informs staff about the progress of legislation.
 - Meets with individual legislators/legislative staff.
 - Attends hearings and briefings.
 - Provides written statements regarding the Administration's perspective on bills.
 - Provides the legislature with requested data and information.
 - Formulates and analyzes legislative proposals and drafts legislation.
 - Monitors legislative and budgetary developments within committees.
 - Briefs Executive Director/Deputy Director/Chief of Finance and Operations on status of the budget and legislation in assigned areas.
 - Prepares summaries of meetings, committee hearings and briefings and informs Executive Team.
 - Responds to legislative correspondence as needed.

- Builds coalitions on various initiatives to ensure legislative success.
- Prepares fiscal impact statements on all bills that would affect the work of the Office.
- Coordinated with the Executive Assistant to schedule appointments with members of the legislature for the Executive Director.
- Serves as point of contact for the Department of Legislative Services.
- Reviews budget bills for any changes or reports assigned to the Office.
- Coordinating special projects (25%)
 - Independently executes a broad range of individual special strategic projects, research, and assignments.
 - Performs research in support of other projects, including policies, best practices, standards, and guidelines.
- Providing technical assistance and guidance to the 24 Local Management Boards (10%)
 - Works in conjunction with the Chief of Policy and other Policy Analysts to develop, coordinate, and implement a comprehensive technical assistance plan for the Local Management Boards.
 - Delivers training and technical assistance to the Local Management Boards on policy implementation.
- Writing and coordinating publications and communications (10%).
 - Leads or assists in the development of Joint Chairmen's Reports and other reports as needed.
 - Contributes content to the Office's website, Local Management Board newsletter, and social media accounts.
- Representing the Office at various councils, workgroups, and conferences (5%).

Minimum Qualifications:

- Possession of a Bachelor's degree in public affairs, public policy, public management or related field.
- 4+ years of experience working within the State legislative process.
- Experience in policy formulation and analysis as well as comprehensive knowledge in the substantive policy areas within the Governor's Office for Children mission.
- Strong understanding of state regulatory processes.
- Strong commitment to public service.
- Must have excellent written and verbal communication skills and the demonstrated ability to effectively present oral and written information and accurately respond to questions individually and in a group setting.
- Must be self-motivated with strong organizational skills, superior attention to detail, the ability to manage multiple tasks and capable of prioritizing to effectively manage workload with minimal direct supervision.
- Proficiency in Microsoft Office and Google applications (GMail, Word, Access, and Excel).
- Possession of a valid Maryland driver license with the ability to travel in-State with occasional overnight travel.