

Employment Opportunity

Position: **Research Analyst**

Agency: **Local Government Commission of the Pennsylvania General Assembly**

The [Pennsylvania Local Government Commission](#) is seeking a full-time Research Analyst to perform local government-related research tasks of moderate to difficult complexity, working independently and as a team member. Candidates should have demonstrated strong time management and organizational skills.

Job Duties/Responsibilities:

- ✓ Conduct substantive research on selected or general policy issues, identify problems and alternative solutions, and make recommendations.
- ✓ Gather information relevant to, and analyze data pertinent to, legislation affecting local government units.
- ✓ Participate in initiation and development of legislation.
- ✓ Respond to requests for general and specific information from legislators, constituents, and interest groups.
- ✓ Prepare drafts of reports, memoranda, summaries and other written materials within an assigned subject area.
- ✓ Meet with program managers of state and local agencies to assess the impact of proposed research or legislative initiatives; prepare reports of findings and analyses.
- ✓ Staff ongoing task forces on particular subject areas pertinent to municipal operations.
- ✓ Speak at public meetings and conduct meetings to discuss research findings.

Qualifications/Requirements:

- ✓ Master's degree in public administration, political science or related field; 1 to 2 years of professional experience preferred.
- ✓ Knowledge of quantitative techniques and research methodology utilized in policy research, program analysis, and evaluation, including data collection, analysis, and presentation.
- ✓ Knowledge of principles and practices of public administration.
- ✓ Ability to conceive, identify, and analyze complex policy issues and to design and conduct research projects relevant to those issues.
- ✓ Ability to establish and maintain effective working relationships with associates, Legislators and their staffs, interest groups, other governmental agency representatives, and the public.
- ✓ Demonstrated skill in analytical writing and ability to communicate clearly and concisely.

Preferred candidates should have knowledge of:

- ✓ Legislative process and procedures.
- ✓ Statutory construction and ability to interpret legislation, laws, and regulations.
- ✓ Organization and functions of the Commonwealth and municipal government.

Competitive salary based on education, skills and experience. Comprehensive benefits package included.

Applicants should submit a brief cover letter, resume and two writing samples to Karen Bear (kbear@palegislature.us). Please put 'Research Analyst' in the subject line. The office will contact select qualified candidates regarding an interview after January 4, 2019.

Deadline for applications: Friday, December 21, 2018, 5:00 p.m.