

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Appropriations Analyst I

GRADE: 8

REPORTS TO: Central Staff Director/Appropriations Chair or Vice-Chair

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**POSITION SUMMARY:** This is an at-will, partisan position. The Appropriations Analyst I performs budget related research and serves as the appropriations expert for their respective caucus. The individual must possess strong oral and written communication skills.

**NATURE AND SCOPE:** The Appropriations Analyst I must have the ability to perform quality, objective research and analysis with a high level of self-direction. The individual must be familiar with the legislative process and state government. The individual must build relationships and have the communication skills to work with House Members and staff, the Senate, the Executive branch, and outside interest groups.

**PRINCIPAL ACCOUNTABILITES:** The Appropriations Analyst I attends Appropriations Committee meetings and House session while serving as the appropriations expert for the caucus. This individual manages budget bills before the committee and on the House floor, while serving the Appropriations Committee Chair or Vice-Chair and the Speaker of the House or Minority Leader. The analyst must be able to synthesize complicated budget concepts into a concise narrative. This individual works with others in the Policy Section who may be assigned as analysts for specific budget areas. This individual performs administrative responsibilities and other duties as assigned.

Strong interpersonal skills are required to ensure effective communication with the Members, various interest groups, and staff while working under pressure to manage legislation before the Appropriations Committee, its subcommittees, and on the House floor.

**JOB QUALIFICATIONS:** Bachelor's degree and/or five years of extensive government relations or finance/budgeting related experience.