

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Policy Advisor I
GRADE: 6
REPORTS TO: Central Staff Director

POSITION SUMMARY: This is an at-will, partisan position. The Policy Advisor I provides support, analysis, and advice to the caucus on a particular subject area.

More specifically, the Advisor attends committee meetings and House session to monitor legislation, advise Members on policy issues, and aid in the legislative process. Additionally, the individual assists the assigned Committee Chair in developing the Committee's agenda, as well as in preparing and managing legislation before the Committee. The individual also works with stakeholders to solicit and address policy issues and concerns pertaining to specific legislation.

PRINCIPAL ACCOUNTABILITIES: The Policy Advisor I is assigned a committee and/or subject area portfolio and serves as the principal subject advisor to the Committee Chair and the Speaker, or the Minority Vice Chair and Minority Leader, as applicable. Secondly, the Advisor also provides policy advice and services to the other Members of the caucus. This individual also performs administrative responsibilities and other duties as assigned.

The Policy Advisor I should continuously monitor and analyze academic, political, legal, and industry developments within the assigned subject area. The Advisor is expected to assist the Policy Section and senior advisors in developing policy and legislation in accordance with caucus priorities.

JOB QUALIFICATIONS: Minimum Associates degree, preference for Bachelor's degree, and/or equivalent position related experience. The individual must possess strong oral and written communication skills, and have the ability to perform quality, objective research and analysis. The individual must also be familiar with the legislative process and state government.

The individual must be able to synthesize and analyze complicated legislation into a concise narrative. Strong interpersonal skills are also required to ensure effective communication with the Members, Senate, Executive branch, interest groups, and staff while defending caucus priorities and working under pressure to manage legislation before policy and appropriations committees.