

# MICHIGAN HOUSE OF REPRESENTATIVES

## POSITION DESCRIPTION

POSITION: Policy Advisor III  
GRADE: 9  
REPORTS TO: Central Staff Director

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**POSITION SUMMARY:** This is an at-will, partisan position. The Policy Advisor III 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 III 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.

The Policy Advisor III must continuously monitor and analyze academic, political, legal, and industry developments within the assigned subject area. The Advisor is expected to utilize his or her knowledge and expertise to generate policy proposals and develop legislation with a high level of self-direction. As the most senior advisor, this individual serves as a leader and mentor to others within the Policy Section and provides administrative assistance to the Policy Director as needed.

**JOB QUALIFICATIONS:** Bachelor's degree, preference for Master's degree, and/or four years of extensive government relations or policy related experience. The individual must possess strong research and oral and written communication skills, as well as leadership qualities. The individual must also be deeply 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 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.

Revised: July 1, 2016