Associate Legislative Research Analyst 1

The Comptroller of the Treasury is currently hiring for a Full-Time, Executive Service Associate Legislative Research Analyst 1, which starts at $3,473 per month. This position is with the Offices of Research and Education Accountability (OREA) and is responsible for producing reports for the General Assembly on education policy issues (prekindergarten through postsecondary) and on other policy issues related to state and local government, and other duties as assigned. OREA is located in Nashville, Tennessee.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a Master's degree in a field requiring knowledge of research methodology, or a bachelor's degree with at least one year of relevant research experience. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

MAJOR RESPONSIBILITIES:

1. Work individually and in a team environment to analyze complex issues in a variety of topic areas;
2. Collect and analyze data;
3. Conduct interviews;
4. Develop and administer surveys and compile survey results;
5. Produce detailed reports including text, graphs, tables, and exhibits;
6. Respond to requests for information from legislators, the Comptroller of the Treasury, and other officials;
7. Monitor legislative committees;
8. Analyze the fiscal impact of legislation;
9. Develop and maintain expertise in selected policy issue areas; and
10. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The candidate should possess the ability to produce publication-quality written text. The candidate should also possess: a basic knowledge of the function and structure of state and local governments, of the legislative process, and of general research methodology; the ability to deal tactfully and professionally with the public, co-workers, and members of the General Assembly; the ability to express ideas and present information clearly and concisely; and organizational skills to maintain documentation of activities. Knowledge of statistical methods and the ability to use spreadsheets for analysis are desirable.

Please submit resume with unofficial college transcript(s), writing samples* and contact information for three (3) references to HR.Comptroller@cot.tn.gov through end of business on Friday, September 25, 2015.

***Please submit two writing samples. One should be an existing representation of your work, such as a thesis, research paper or other similar work. The second should be a one page summary of the provided excerpt. The goal of the summary is to distill a technical and wordy policy passage into simple, direct, and concise language.**

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

To comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official

application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

To complete this form, please go to: http://www.comptroller.tn.gov/oms/careeropp.asp and click Voluntary Affirmative Action Form.