

Governor's Office of Crime Control & Prevention (GOCCP)
Senior Policy & Legislative Analyst

Position Description

I. Main Purpose of the Position

The Senior Policy and Legislative Analyst primary responsibilities involve legislation, policy development and implementation, and the Governor's Executive Clemency Program. The position will report to the Director of Legislation.

The Senior Analyst will assist the Director of Legislation by developing, advocating, proposing and monitoring the entire legislative process during each session. The position will work with the Director of Legislation and Chief of Policy, Research and Training on conducting and coordinating the review, analysis, evaluation, development and implementation of policies and procedures relating to Maryland's legislation and criminal justice system. The Analyst will assist the Director of Legislation with the Executive Clemency Program by conducting and coordinating the daily tasks across agencies (GOCCP/Office of Legal Counsel (OLC) / Parole Commission); managing the Clemency database and tracking statistics; reviewing applications and investigations; providing written and oral clemency recommendations and briefings to the Director of Legislation; conducting legal research; and participating in meetings with the OLC as member of executive clemency team.

II. Minimum Qualifications

Graduation from an accredited four-year college or university with a law degree is preferred. While a Master's Degree is preferred, "on the job" experience may be substituted on a year-for-year basis for the required education. One – three years work experience in the criminal justice field is preferred. Statewide travel is necessary.

III. Major Duties and Responsibilities

1. Develop research materials, fact sheets, budget impact information, and executive talking points to synthesize bill objectives for delegates, senators, and committees
2. Prepare the Agency's legislative package
3. Coordinate participation in testimony and briefings on assigned bills; strategizing with criminal justice stakeholders on assigned bills
4. Advise and make recommendations to executive staff on public safety initiatives of other states and proposes legislation, policies, and positions
5. Attend meetings to understand the legislative needs of various public safety stakeholders (MSAA, MCPA, MSA, MCAA, etc.)
6. Represent Agency issues to regulated entities, government agencies, client groups, other boards, or the public
7. Maintain the status tracking system to communicate timely and accurate legislative information to executive management
8. Assist the Director of Legislation and Chief of Policy, Research and Training by conducting and coordinating the review, analysis, evaluation, development and implementation of policies and procedures relating to Maryland's legislation and criminal justice system
9. Assist with managing the Executive Clemency Program
10. Lead an Intern from the Governor's Summer Internship Program

IV. Special knowledge, Skills and Abilities

1. Knowledge of state and federal regulations
2. Expertise in subject areas
3. Superior oral and written communication skills and ability to work effectively with a diverse constituency
4. Expertise in coordinating and staffing task forces and committees including assisting Council chair, recording minutes and following up on action items
5. Ability to work with various levels of local, state, and federal government
6. Computer proficiency with the Microsoft Office Suite
7. Ability to function as support personnel, as a team player and as a project manager