



Legislative Research Analyst

Class Code:
EXEMPT

Bargaining Unit:

GOVERNMENT OF THE VIRGIN ISLANDS
Established Date: Dec 15, 2020
Revision Date: Dec 15, 2020

SALARY RANGE

\$0.00 Hourly
\$0.00 Annually

DESCRIPTION:

Reviews, analyzes, monitors, and comments on proposed legislation that may impact the agency. Identifies and recommends revisions to the legislation to eliminate adverse consequences to the agency. Performs public policy research and analysis for legislative consideration. Develops area expertise and responds to information requests from legislators and the public. Drafts legislation, resolutions, and amendments. Performs project planning and management of current legislative applicable laws to the agency. Work is performed under the supervision of the Deputy Director or the Director. This is an exempt position.

DUTIES AND RESPONSIBILITIES:

- Become familiar to expert level on all applicable laws to the agency, developing a command of the VI Code.
- Reviews, tracks, analyzes, and interprets proposed federal and state legislation affecting programs and financial operations; coordinates staff reviews and responses to proposed legislation.
- Coordinates and interacts with staff, other agencies, and elected officials regarding legislation; arranges meetings with legislators and their staff; contributes to the overall effectiveness of inter-governmental relations; represents the agency interest in multiple forums.
- Participates on a variety of professional and industry specific committees involved in legislative and intergovernmental affairs; attends meeting and conferences to stay abreast of all current, proposed, and anticipated legislation which could affect agency programs and financial operations; assist the Director with legislative issues as required.
- Writes legislation in a clear, concise, well-organized, and technically correct manner, following the guidelines of the Legislature of the Virgin Islands bill drafting procedure.
- Conducts careful and systematic research and analysis regarding laws that affect the agency. Investigates information requests and research questions from legislators.
- Draws logical conclusions from information gathered, documents the research conducted, writes reports in a clear and concise manner.
- Becomes and remains informed about subjects of interest to the agency. Anticipates needs of the agency and works to facilitate timely and efficient work.
- Orally presents the results of research and other work to committees and other groups. Provides logical and understandable presentations, planned or extemporaneous. Answers questions in a direct and responsive manner.
- Supports distribution of information to the public through interim newsletter, maintaining agency webpages, and handling relevant correspondence.
- Participates in or leads internal work groups on applicable laws to the agency.
- Performs other duties as required

MINIMUM QUALIFICATIONS:

- Bachelor's degree and three years relevant work experience
- Master's degree or one-year relevant work experience
- Command of strategic planning and project management tools and strategies
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook), e-business strategies and enhanced financial reporting techniques to improve business performance

POSITION FACTORS:

FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the general structure of the Government of the Virgin Islands, specifically the central Government agencies.

Through knowledge of the principles, procedures, and methods of historical and policy research.

Basic knowledge of Virgin Islands history, geography, economics, and demographics.

Basic knowledge of legal research, statistical analysis, survey techniques and negotiation.

General knowledge of Internet research, data collections, and electronic databases.

Ability to analyze statutes, codes, court decisions, and research materials.

Ability to be highly productive and meet deadlines under stressful conditions.

Ability to maintain confidentiality and handle politically sensitive work.

Ability to develop networks of professional contacts to support research and analysis.

Ability to use multiple presentation methods, including Internet, and electronic media.

Ability to lead activities with the staff attorney, secretary, and the director.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook), e-business strategies and enhanced financial reporting techniques to improve business performance.

Strong problem solving and team building skills.

Demonstrated supervisory experience and staff development experience.

Strong oral and written communication skills.

Ability to effectively network with senior management internally and externally.

FACTOR 2- SUPERVISORY CONTROLS

An employee in this position receives supervision from the Deputy Director or the Director of the OMB in which assessments performed may lead to policy creation and regulatory standards.

FACTOR 3- GUIDELINES

Guidelines include general standards and directives, as established within the industry and OMB.

FACTOR 4- COMPLEXITY

The incumbent is expected to exercise judgment and independence within the major duty areas and is responsible for managing all legislative matters.

FACTORS 5- SCOPE AND EFFECT

This performs a full range of the duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operation procedures and policies of the work unit.

FACTOR 6- PERSONAL CONTACTS

Contacts are made with agency leadership and staff.

FACTOR 7- PURPOSE OF CONTACTS

Contacts are made to obtain or supply information regarding legislative initiatives, regulatory compliance.

FACTOR 8- PHYSICAL DEMANDS

The physical demands are typical of an office job.

FACTOR 9- WORK ENVIRONMENT

Work is performed in an office setting but does require offsite visits.