



POSITION VACANCY

WYOMING LEGISLATIVE SERVICE OFFICE

Position Title: Research Analyst

Position Overview:

The Legislative Service Office (LSO) is seeking a diverse pool of qualified applicants for the position of Research Analyst within the Research and Evaluation Division. The LSO is a year-round, non-partisan, legislative service agency that provides professional, technical and administrative support to the Wyoming Legislature. The Legislature convenes annually for 20-day sessions in odd-numbered years and 40-day sessions in even-numbered years. The LSO Research and Evaluation Division provides high-quality policy analysis, research, and assistance to committees and individual legislators. The Research Analyst position will perform in-depth policy research on a variety of topics and assist with staffing legislative committees.

Essential Functions:

- Conduct independent research and analysis of public policy issues for legislators and committees.
- Prepare research memoranda and reports.
- Conduct in-depth research on topics of interest for interim committees. Attend committee meetings throughout the State, present research findings to committees, and assist with meeting setup, live streaming, and preparation of minutes.
- Provide primary staff assistance to standing committees during the legislative session. Prepare meeting notices, live stream meetings, and record votes and amendments.
- Research and evaluate programs to determine whether State agencies are operating in accordance with legislative intent.

Minimum Qualifications:

- Graduate degree in a relevant field, such as public policy, public administration, public health, economics, or law.
- Interest in the legislative process and a curiosity to learn.
- Excellent research and writing skills.
- Ability to work with a variety of people in an unbiased manner.
- Ability to effectively work independently and as part of a team.
- Ability to conduct objective, nonpartisan research on potentially controversial topics.
- Ability to act professionally and perform at a high level in a fast-paced, high-pressure environment.
- Ability to maintain discretion, nonpartisanship, and strict confidentiality.

Preferred Qualifications:

- Master's or law degree.
- Two years' experience in public policy research or other relevant areas.

Position Details:

- The salary range for the position is \$68,000 – \$89,000. The position classification and commensurate starting salary will be determined by the LSO Director based upon a successful applicant's qualifications and experience.
- In-state travel required.
- In-person position.
- Overtime is required during the legislative session and certain other periods as necessary to meet the demands of the Legislature.
- All employment with the Wyoming Legislature is at-will.
- Employees of the LSO receive many of the same benefits as executive branch employees of the State of Wyoming, including vacation and sick leave accrual, and participation in health, dental and vision plans and the Wyoming Retirement System. For specifics, please see <https://ai.wyo.gov/for-job-seekers/benefit-information>.

Work Environment:

This position is mostly performed in an office environment with prolonged periods of sitting at a desk and working on a computer. While performing the duties of this job, the employee is regularly required to talk or hear, lift and carry objects such as document boxes and other equipment, and utilize standard office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Veterans:

If you are a United States Armed Forces veteran or the surviving spouse of a veteran, who was married to that veteran at the time of that person's death and receive survivor benefits, and wish to receive veteran's preference under Wyo. Stat. Section 19-14-102, you must attach a written request for preference and a Form DD214 with your cover letter.

EEO/ADA:

The State of Wyoming and the Legislative Service Office are Equal Opportunity Employers who actively support the ADA and reasonably accommodate qualified applicants with disabilities.

How to Apply:

Electronically send a cover letter, resume, writing sample, and references, to Lily Sharpe, Research and Evaluation Administrator, at tanner.weekly@wyoleg.gov.

Application Deadline: Open until filled.