

Job Title: Program Analyst (Legislative Affairs)

Grade: CS-11

Salary: \$59,727 - \$77,007

Requirements: Possession of bachelor's Degree/ 1 year of specialized experience equivalent to CS-9

Qualifications: Skill in applying and adapting legislative analytical methods and techniques. Strong communication skills.

Job Description:

Collective Bargaining Unit (Non-Union): This position is not in the collective bargaining unit.

This position is located in the Office of Legislative Affairs (OLA). OLA articulates the Department's position on legislation proposed by the Council and Congress, facilitates the appearance of Department witnesses at Council and Congressional hearings, and develops and coordinates legislative initiatives before the Council. The office has the responsibility for the development and implementation of strategies to advance the Department's legislative initiatives and other interests relating to the Council of the District of Columbia and Congress.

#### Research

- Gathers and organizes information from a variety of sources such as records, computer files, previous studies, and interviews, analyses information to identify issues and isolate problems.
- Assignments may involve independent studies to determine the proper organization and structure of the activities of the agency.

#### Administrative

- Identify, collect, and analyze information, and present findings; devising new internal structures for an organizational component within a major office of the agency.
- Organizes and delivers briefings to present findings, solutions, and recommendations to managers, and prepares option papers and similar staff reports.
- Develops solutions and measurements of productivity and effectiveness for use by others, develops detailed briefings and reports of findings and recommendations, and convinces others to implement recommendations.