

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Associate Director-Legislative Analysis

GRADE: 7

REPORTS TO: Director

POSITION SUMMARY: This is an at-will, non-partisan position. Associate Directors are responsible for the operation of all aspects of their assigned units. This includes, but is not limited to; monitoring the performance and work products of Analysts and clerical personnel within the unit to ensure timeliness, analytical integrity, and overall quality of written products and oral presentations. The Associate Director is also responsible to the Agency employees within the unit to address problems they may encounter in the performance of their assigned duties.

Associate Directors serve as advisors to the Director and Deputy Director. This includes assisting in goal setting, planning, and identifying potential problems within and outside the Agency.

Associate Directors are to carry out Agency policy as articulated by the Director and contained in Agency policies and procedures.

PRINCIPAL ACCOUNTABILITIES: In addition to fulfilling the responsibilities of a Legislative Analyst, the Associate Director is required to:

1. Monitor, review, and edit written work products of Legislative Analysts' summaries and analyses of proposed legislation within the House of Representative, including subcommittees, standing committees, and floor activity.
2. Coordinate and monitor the unit portion of Agency-wide projects to ensure consistency, quality, and adherence to deadlines.
3. Evaluate the performance of employees within the unit and make appropriate recommendations to the Director.
4. Assign Legislative Analysts to standing committees to equitably and efficiently divide workloads, and redistribute assignments of Legislative Analysts if workloads become unbalanced or in the event of an unplanned absence of a member of the unit.

5. Provide for necessary instruction, training, and assimilation of new employees within the unit.
6. Interview and recommend to the Director potential candidates for employment within the Agency.
7. Monitor and approve/deny annual leave requests.
8. In an effective and timely manner, communicate with the members of the unit to keep them up to date on issues, projects, and information pertaining to the Agency's work.
9. Undertake special assignments at the request of the Director.

JOB QUALIFICATIONS: Bachelor's degree and a professional writing background are required. The individual must possess strong editing skills, practical writing experience, and be able to edit written material expeditiously to produce clear and concise documents.

Along with the skills and abilities of a Legislative Analyst, the Associate Director must exhibit strong management, supervisory, and communication skills including the expertise and ability to evaluate the overall performance of employees in the unit. A thorough knowledge of State policies and procedures is required.

NOTE: This position description is not intended to be inclusive of all employee duties and responsibilities. These may change at the discretion of the director or his/her designee.