

**JOB ANNOUNCEMENT**  
**Posting Date 08/19/2019**  
**Legislative Research Commission**

**Program Review Analyst**  
Program Review Investigations Statutory Committee

The Legislative Research Commission is accepting applications for the position of **Program Review Analyst** in the Program Review and Investigations Statutory Committee. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

For this opening, expertise and experience in legal analysis are preferred. In addition to the knowledge and skills described below, the applicant should have expertise in using legal databases such as Westlaw, as well as the ability to analyze legal research; federal, state, and local laws; regulations; case law; and legal processes.

**Job Duties**

- Use appropriate research, data, methods, and tools to produce material to be used in program evaluation, auditing, and research reports and presentations. Material should be comprehensive but as easy to understand and engaging as possible.
- Assist other Program Review staff as needed and review their written work and presentations.
- Create research designs and plans.
- Compile and maintain work materials.
- Manage all or designated parts of research projects.
- Document all work done for reports including verifying evidence for assertions.
- Answer questions from committee members about presentations and reports. Follow up with additional information as needed.
- Administrative tasks: help as needed with answering phones and preparing for and conducting committee meetings including preparing materials; assisting during the meetings; writing the minutes; and fulfilling requests for reports, presentations, and information.
- Communicate with supervisor about agency policies and procedures.
- Work with agencies, legislators, and the public.
- Act as lead staff when requested for assigned projects.
- Work with other LRC staff on the production of LRC publications.
- Work with other LRC staff on multidisciplinary task forces and research projects.
- Attend trainings as needed or directed.
- Travel for work-related duties and training.
- Perform other duties as assigned.

## **Minimum Requirements**

A juris doctor, master's, or Ph.D. in public policy or field related to the committee's jurisdiction. Experience may be substituted for education at the discretion of the hiring supervisor/manager.

## **Desired Skills and Abilities**

- Excellent oral and written communication skills.
- Knowledge of government auditing standards.
- Knowledge of qualitative research methods.
- Ability to create research designs and plans for research projects.
- Ability to research federal, state, and local laws, regulations, policies, procedures, standards, case law, and practices.
- Ability to identify and apply relevant best practices.
- Ability to find, analyze, and apply relevant research, including scientific research.
- Ability to maintain work materials in a secure and organized fashion that is accessible to relevant staff.
- Ability to manage all or designated parts of research projects.
- Excellent meeting, interviewing, and note-taking skills.
- Commitment to improvement of work through training and responsiveness to feedback.
- Commitment to create the best work products possible in a timely fashion.
- Ability to work collaboratively or independently as needed.
- Ability to work on multiple tasks and deadlines while prioritizing as needed.
- Ability to use relevant software effectively, including but not limited to word processing, spreadsheets, presentations, and email.
- Ability to understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended hours as needed.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; competence in using correct grammar, spelling, and punctuation; excellent written and verbal communication skills; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that, during legislative sessions and occasionally during the interim, significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

## **Application Deadline**

Applications for this position must be submitted by the close of business September 13, 2019. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line. An application (which may be accessed at [www.lrc.ky.gov/lrc/LRCapplication.pdf](http://www.lrc.ky.gov/lrc/LRCapplication.pdf)) must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

Tim Holbrook  
Deputy Director/Chief Human Resources Officer  
Legislative Research Commission  
Capitol Annex Room 456, 702 Capital Avenue  
Frankfort, Kentucky 40601

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