## **Legislative Analyst, Government Affairs**

**Current Incumbent:** N/A **Department:** Government Affairs

**Reports to: Director, Public Policy**   **Direct Reports:** 0

**Status:** Full-Time Temporary, Non-Exempt **Indirect Reports:** 0

**Updated**: June 29, 2021 **Eligible for Telework/CWW:** No

## **Summary of Position:**

NAA’s Legislative Analyst will play a vital role in our work to support the rental housing industry’s advocacy at all levels of government. The analyst will dive deep into statutory research and legislative analysis and gain a working knowledge about housing policy from the ground up. Successful candidates must be detail-oriented and have strong research and critical thinking skills.

## **Principal Accountabilities:**

* + - * Manages real time tracking and reporting of NAA’s legislative and regulatory priorities and housing policy trends.
			* Performs statutory research and legislative analysis on a wide variety of housing policy issues of importance to NAA’s affiliates and members.
* Assists with the upkeep of NAA’s issue-based advocacy resources and policy content on the NAA website.

## **Supervisory Responsibilities:** None

## **Travel:** None

## **Required Education and Experience:**

* Undergraduate or graduate level candidates with an interest in housing policy or advocacy.
* Strong research and critical thinking skills.
* Familiarity with legislative and regulatory processes.
* Prior legal research experience is a plus.

## **Physical Demands:**

While performing the duties of the job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee may occasionally lift up to 20 pounds.

## **Work Environment:**

Work is regularly performed in a professional office environment and routinely uses standard office equipment.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Signatures:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees signature below constitutes employee’s understanding of the requirement, essential function and duties of the position.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_