

**MONTGOMERY COUNTY GOVERNMENT**  
**ROCKVILLE, MARYLAND**  
**CLASS SPECIFICATION**

**Code No. 000730**  
**Grade 28**

**INTERGOVERNMENTAL RELATIONS LEGISLATIVE ANALYST**

**DEFINITION OF CLASS:**

This is professional legislative staff work analyzing all State legislation and representing the County Council and County Executive before Maryland's General Assembly and its Executive Departments. Contacts include State and County legislators and staff, Executive Branch officials and staff, and officials and staff of public and private sector lobbyist organizations to persuade others to adopt a proposed position on specific issues. The work involves providing limited public service and assistance to others.

An employee in this class utilizes knowledge of the structure, organization and operation of State and County Government in analyzing, formulating, and lobbying for a wide range of fiscal and programmatic issues subject to State Government action. The nature of the work to be done and deadlines for accomplishing it are often dictated by the legislative process involving committee hearings, meetings with staff and General Assembly sessions. Employees carry out assignments with little guidance from their office director in achieving results. The work is reviewed for effectiveness in meeting expected results. Guidance is generally available but stated in general terms requiring the employee to interpret policies and precedents in developing guidelines that specifically address the substantive issues in the legislative process. The work requires developing and analyzing legislation for a wide range of complex and sensitive issues. Guiding bills through the legislative process involves adopting new approaches to deal with conflicting requirements necessitating compromises on key issues that impact the operation of various County departments. The work is sedentary, performed in a typical office setting, and presents no significant hazards. Employees have a high level of media exposure during the legislative session.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Attends, monitors, and reports on various committee sessions and sub-committee work sessions of the Senate and House of Delegates of the Maryland General Assembly, as well as those of the Montgomery County Senate and House Delegations.
- Attends and monitors public hearings and voting sessions on local legislative proposals during off-season months of the Maryland General Assembly.
- Analyzes the impact of State-wide legislative proposals on Montgomery County and advises affected County departments and agencies; obtains comments and prepares recommendations of the County's policy position.
- Prepares testimony and testifies before various committees and subcommittees of the State Legislature to provide information on the County's position on pending legislation.
- Prepares synopses of bills pending in the Maryland State Legislature for dissemination to County departments and agencies.
- Drafts legislative proposals requested by County Government departments for presentation to the County Executive and County Council for possible State-wide introduction.
- Acts as liaison representing the County Government with the Maryland Association of Counties, the Maryland Legislative Council, and other local, regional, and/or national groups.

- Researches, drafts, and lobbies Montgomery County Government proposals through the State Legislature.
- Serves as the County Government's representative on financial matters related to proposed State-wide tax, assessment, and pending legislation.
- Serves as principal staff support to the local Senate and House delegations to Annapolis.
- Prepares General Assembly post-session publication to acquaint appropriate officials and individuals with newly adopted legislation.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the methods, principles, techniques, and practices of legislative analysis.
- Knowledge of the organization, structure and operation of State and County government.
- Knowledge of public finance and budgeting and the operating and capital budget processes at the State and County levels.
- Ability to establish and maintain effective working relationships with representatives of various government and private agencies and the general public.
- Ability to present, to explain, to justify, and to defend complex, sensitive, and controversial legislative policies and issues.
- Ability to communicate effectively, both orally and in writing.
- Ability to work a flexible schedule depending upon the assignments received, including extended hours during the 90-day General Assembly.
- Ability to attend meetings and perform job assignments outside of the office.

**MINIMUM QUALIFICATIONS:**

**Experience:** Thorough (5 years) professional experience in legislative liaison or lobbying work.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**License:** None.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**Class Established:** May 1980

**Revised:** December 1983

December 1989

**Classification Study:** February 2006 (M)

August 2013

October 2014

January 2016

**Formerly Titled:** “State Affairs Legislative Assistant II”; “State Affairs Legislative Analyst”