

LEGISLATIVE ANALYST

DEFINITION: Under general supervision, performs professional legislative work of moderate difficulty in the analysis, monitoring and study of federal and state legislation impacting the Navajo Nation with broad involvement in recommending to policy makers appropriate response to unfavorable legislated actions; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Reviews and studies federal and state legislated actions affecting the Navajo Nation; advises and recommends policy changes where legislated actions deviate from past legislative support; monitors and provides reports on federal and state funding activities relating to Indian programs; assists in the drafting and presentation of legislation in support of increasing domestic funding; maintains regular communication and liaison with the Navajo Nation Washington D.C. Office.

Attends Navajo Nation executive and legislative meetings to report on legislative activities; prepares, assembles and reviews material for use by policy makers and the general public; plans and directs research projects; provides recommendations for the development of policies, procedures, legislative and budget strategies; supports policy makers with appropriate data, statistic and research to obtain funding and service initiatives.

Provides review of legislation utilizing appropriate review process; advises and assists with policy recommendations to elected and appointed officials on Navajo Nation, congressional, and state legislative issues; conducts and provides research, analysis and reports to Navajo Nation officials as requested; coordinates, prepares and reports on legislative matters on a regular basis.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of organizational and management theory, specifically Navajo Nation goals and priorities and Navajo Nation, State and Federal legislative processes.

Knowledge of and familiarity of a legislative issues affecting the Navajo Nation.

Knowledge of legislative affairs planning, legislative analysis techniques, business systems and procedures analysis.

Knowledge of Navajo Nation, Federal and State laws, regulations, and guidelines governing aspects of tribal operations relative to the principles and techniques of policy analysis.

Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

Skill in the interpretation and analysis of legal and quasi-legal documents including Navajo Nation, Federal and State guidelines.

Skill in developing and monitoring complex legislative processes in order to analyze and present policy alternatives.

Skill in managing complex internal relationships and providing advice and council to Navajo Nation and other governmental officials.

Skill in maintaining open communication and effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

THE NAVAJO NATION

Class Code: 1010
Legislative Series
Legislative Support Group
Overtime Code: Exempt
Pay Grade: 66

LEGISLATIVE ANALYST

MINIMUM QUALIFICATIONS: A Bachelor's degree in Political Science, Public or Business Administration or related field; and four (4) years of administrative or management work experience involving financial and legislative policy analysis; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.