

## **Policy Analyst, Justice Reinvestment (Phase I)**

The Council of State Governments Justice Center (CSG Justice Center) is a national nonprofit organization that provides practical, nonpartisan advice and consensus-driven strategies, informed by available evidence, to increase public safety and strengthen communities. In general, the CSG Justice Center works closely with legislative leaders, judges, prosecutors, defense attorneys, victim advocates, and others to develop consensus on various, often highly politicized, criminal justice issues and to translate this consensus into comprehensive reports, policy briefs, state and federal legislation, model policies, and innovative programs. The CSG Justice Center not only develops written and web-based materials, but also provides on-the-ground technical assistance to cross-systems policymakers and practitioners from multiple systems (corrections, mental health, housing, etc.), in state and local jurisdictions.

### **JOB SUMMARY**

The Policy Analyst will be responsible for: coordinating a team of expert consultants who provide on-site, intensive technical assistance; coordinating and participating in politically sensitive meetings with high-ranking local, state, and federal officials, advocates, and other experts across the country, analyzing relevant administrative policy, legislation, and research; and developing legislative and administrative policy options. The policy analyst works with a small team and will report to the Deputy Program Director for the Justice Reinvestment. This position offers a significant level of responsibility and opportunity for growth to an individual seeking to advance a career in criminal justice policy.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

Specific responsibilities of the policy analyst include, but are not limited to, the following:

- Participate in technical assistance delivery, initially by supporting senior staff and/or consultants in coordinating, attending, and documenting site visits in jurisdictions across the country and eventually by leading technical assistance site visits;
- Develop written products, including presentations, policy briefs, and research memos that concisely and clearly describe complex analyses and policy options to policymakers;
- Participate actively in staff discussions and strategic planning meetings;
- Collaborate with senior staff to develop long range strategies to guide the CSG Justice Center's Justice Reinvestment work;
- Monitor timelines, deliverables, and budgets to ensure that responsibilities to funders are met in assigned project areas;
- Plan and participate in policy-focused meetings of high-ranking government officials, advocates, and national experts;
- Ensure that senior staff and, where applicable, CSG Justice Center colleagues, consultants, or funders are aware of relevant project developments and that other work in the field is leveraged for the advancement of project goals;
- Develop/expand a knowledge base on criminal justice system dynamics, prison population projections, and probation, parole, and corrections best practices.

### **SKILLS & ABILITIES**

- Excellent interpersonal skills, including maturity, an ability to work independently and in a team setting,;
- Efficient, organized work style and an ability to prioritize quickly and confidently and manage multiple deadlines;
- Excellent research, writing, and editing skills and an analytical mind;
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way;
- Willingness to travel, occasionally several times per month.

## **EXPERIENCE REQUIREMENTS**

A minimum of four years' work experience in either or both of the following:

- researching, analyzing, writing, or administering public policy;
- technical/content expertise through work with legislatures and high-ranking government officials.

Work experience specifically in criminal justice, mental health, policy analysis or related discipline preferred.

## **EDUCATION REQUIREMENTS**

A bachelor's degree is required and a graduate degree in a related field preferred.

## **PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequently communicates with internal and external coworkers and customers;
- Frequently operates the computer to create policy briefs, memos and presentations;
- Frequently remains in a stationary position to perform desk duties;
- Frequently works in a well lit, tempered room;
- Occasionally moves throughout office to communicate to coworkers;
- Seldom lifts objects, such as files or paper boxes, with weight up to 25 pounds.

## **APPLICATION INSTRUCTIONS**

Interested individuals should upload the following elements (in pdf format) with their application to <https://secured.csg.org/csg/jobs>:

1. Cover letter
2. Resume
3. One or two writing samples (preferable no more than three pages)
4. Names and contact information for references (at least two)

Incomplete applications will not be considered.

*CSG is an Affirmative Action/Equal Employment Opportunity Employer*

*CSG participates in E-Verify*