

**THE COUNCIL OF STATE GOVERNMENTS
JUSTICE CENTER**

TITLE: Policy Analyst
GRADE: 8
REPORTS TO: Project Director
GROUP: Local Governments Division, School Discipline
UNIT/TEAM: New York/Maryland

The School Discipline project is part of the Local Government Initiatives Division and spans all three of the Justice Center practice areas, and the focus of this team is to provide policy recommendations, technical assistance and project management for the school safety related efforts in the Center.

The 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 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 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.

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

Duties

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

- Developing written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses and policy options to policymakers;
- Collaborating with senior staff to develop long range strategies to guide the Justice Center's school discipline and local government work;
- Working with a wide range of stakeholders focused on school discipline and school safety issue areas to develop consensus based policy recommendations as related to the school discipline project.
- Participating 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;
- Monitoring timelines, budgets, and deliverables to ensure that responsibilities to funders are met in assigned project areas;
- Researching new funding opportunities and writing grant proposals;
- Contributing to the development of Justice Center website content and strategizing with staff and technical consultant on ways of using the web to promote policy goals;

- Planning and participating in policy-focused meetings of high-ranking government officials, advocates, and national experts;
- Identifying and engaging new contacts in the field to serve as formal or informal project consultants or partners;
- Ensuring that senior staff and, where applicable, 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;
- Supervising project assistants & project associates where appropriate;
- Participating actively in staff discussions and strategic planning meetings;
- Developing/expanding a knowledge base on criminal justice system dynamics, prison population projections, and probation, parole, and corrections best practices.

Requirements:

- 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;
- excellent interpersonal skills, including maturity, an ability to work independently and in a team setting, and a sense of humor;
- efficient, organized work style and an ability to prioritize quickly and confidently and manage multiple deadlines;
- willingness to travel, occasionally several times per month;
- at least four years of work experience, ideally, in the field of education, juvenile justice, policing, criminal justice or policy analysis; some preference for experience working with legislatures;
- a college degree (required) and a graduate degree in a related field, such as education, sociology, or public policy (preferred).

SALARY RANGE:

Salary is commensurate with experience, and includes a generous benefits package.

DEADLINE:

Open until filled

HOW TO APPLY:

Interested individuals must submit the following materials to <https://secured.csg.org/csg/jobs>:

1. Cover letter
2. Résumé
3. Names and contact information for references (at least two).

Applicants who do not submit all of these materials will not be considered.