Location
AUSTIN

Organization
STATE SENATOR BORRIS MILES

Position
POLICY ANALYST

Job Description
POLICY ANALYST
Office of State Senator Borris L. Miles
Texas State Senate – Austin, Texas
The Office of State Senator Borris L. Miles is seeking a qualified, full-time Policy Analyst to join our team at the Texas State Capitol in Austin, Texas.
The ideal candidate must possess strong research, analytical, and communication skills (both verbal and written), along with a professional, courteous, and solutions-oriented demeanor. Candidates should have prior Texas Senate experience within the past 5–10 years, or equivalent experience working through a regular Texas legislative session.
The successful candidate must also demonstrate working knowledge and experience in at least two or more of the following priority policy areas: transportation, education, healthcare, and criminal justice.
This is an in-office position, Monday through Friday, 9:00 a.m. to 5:00 p.m. During legislative sessions, the position may require extended working hours beyond the regular schedule, including evenings and weekends, as necessary to meet the demands and priorities of the Senator's office.
ESSENTIAL JOB FUNCTIONS
• Routinely conduct policy research and analyses on legislative issues relevant to Senate District 13; develop policy briefs, bill drafts, and amendments.
• Monitor trends and topics in Senate committees and on the Senate floor, as well as in other political branches, bodies, and subdivisions within Texas.
• Prepare concise, decision-ready briefing materials for committee hearings, stakeholder meetings, and floor debates; develop vote recommendations and other strategic guidance in a timely manner; staff the Senator as needed for such events.
• Engage with constituents, advocacy organizations, legislative staff, and stakeholders to gather input and communicate the Senator's positions.
• Assist in preparing constituent correspondence and researching complex casework on legislative issues and, on occasion, interact with state agencies and courts.
• Track legislation, policy developments, and emerging issues affecting Senate District 13 and the State of Texas.
• Perform other duties as assigned to support the priorities and needs of the Senator's office.

CANDIDATE QUALIFICATIONS

• Demonstrated ability to conduct comprehensive policy research and draft clear, concise, and persuasive written materials.
• Bachelor's degree preferred, particularly in public policy, political science, government, law, or a related field.
• Experience in the Texas legislative process, preferably in the Texas State Senate, having worked during a regular legislative session within the past 5–10 years, or equivalent experience.
• Strong organizational skills and the ability to manage multiple priorities in a fast-paced environment, including working extended hours during legislative sessions.
• Excellent verbal and written communication skills, including the ability to interact professionally with legislators, government officials, constituents, and community stakeholders.
• Ability to reside and work in Austin, Texas, for the 90th Legislative Session from January to June.

SALARY / BENEFITS

Salary will be commensurate with experience, qualifications, and demonstrated expertise.

The position includes comprehensive state benefits, including:

• Health insurance
• Dental and vision coverage
• State retirement benefits
• Paid leave and holidays
• Other applicable state employee benefits

APPLICATION PROCESS

Interested applicants should submit the following:

• Current resume
• Cover letter outlining relevant experience and qualifications
• Two to three professional references
• Examples of relevant work, if available (policy briefs, bill analyses, legislative memoranda, research papers, or other related materials).

Please email application materials to:camillesend13@gmail.com