

OFFICE OF COUNCIL SERVICES
County of Maui

CLOSING DATE: CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

WE'RE HIRING: LEGISLATIVE ANALYST

The Office of Council Services is recruiting for a full-time Legislative Analyst.

Who We Are:

The Office of Council Services provides administrative services to the Council Chair, the Councilmembers' individual offices, and the Council's district offices.

In the County's legislative process, the role of OCS is to staff the County Council's committees and provide objective assistance to individual Councilmembers.

Staff Appointments:

Legislative Analysts will be appointed by the Council for the 2025-2027 Council term by resolution and do not have permanent or civil service status. The term began at noon on January 2, 2025, and will expire at noon on January 2, 2027. Legislative Analysts may be reappointed by future Councils to additional terms.

POSITION DESCRIPTION

Legislative Analyst

Duties:

- Work in coordination with others to carry out the functions of the Office of Council Services, which include assisting the County Council, its committees, and the Councilmembers with their legislative responsibilities.
- Routine work includes researching, analyzing, and reporting on legislative issues; drafting legislation, meeting agendas, and correspondence; and coordinating and staffing legislative meetings.
- Occasionally, attendance at evening meetings and off-island meetings may be required.
- Other related duties may be assigned, including light lifting, setting up interactive conference technology for remote meetings, transporting Councilmembers and staff, and coordinating special events.

Requirements:

- Graduation from an accredited college or university with a bachelor's or graduate degree. Official transcripts will be requested.
- Strong research, analysis, writing skills, and related experience.
- Government work experience is preferred.
- Working knowledge of Microsoft Office word processing and spreadsheet software and other computer applications.
- Possession of a valid motor vehicle operator's license.
- Ability to staff evening and off-island meetings and travel between islands.
- Ability to work with limited supervision on multiple competing assignments in a dynamic work environment.
- Qualification on a written test administered by the Office of Council Services.
- Experience in one or more of the following fields is highly preferred: land-use planning; government finance; policy research and analysis; parliamentary procedure; smart growth and sustainable development; government relations; housing; human concerns; infrastructure; parks and recreation; transit; journalism; public works; and environmental issues.

How to Apply:

- Download and complete all sections of the application form: <http://www.mauicounty.gov/DocumentCenter/View/11679>.
- Submit your completed application, resumé, and cover letter **by email only** to recruitment@mauicounty.us.
- In your cover letter, briefly describe how your education and experience relates to the position description and how the skills you possess will make you successful in the Legislative Analyst role.

Salary Range:

\$81,455 to \$153,595 annually, as established by Section 2.08.060, Maui County Code, depending on education and experience. The Council may assign staff to any step in the appropriate salary range.

If you have questions or need more information on this position, please contact the Office of Council Services at recruitment@mauicounty.us, or Keoni Shirota, Personnel Specialist, at (808) 270-7838.

Nondiscrimination Policy: The Office of Council Services and the Maui County Council do not discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, national origin, disability, marital status, pregnancy, arrest and court record, assignment of child support, National Guard

participation, or any other basis covered by State or Federal laws governing nondiscrimination.

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