

Vacancy Announcement

North Carolina House of
Representatives

Speaker Thom Tillis



February 8, 2012

*Vacancy Number: 1099-020093

Position: Health & Human Services Policy Advisor
To Leadership of the House HHS
Appropriations Committee

Hiring Range: \$ 17.99 - \$32.85 per hour
Closing Date: February 21, 2012 5:00 p. m.

Division: House

*Vacancy number must be included on the application.

Interested applicants may obtain a General Assembly Application by calling 919-715-1210 or by visiting our web site at <http://www.ncleg.net/NCGAInfo/directories/jobs.html>. A separate application is required for each position.

The Health & Human Services Policy Advisor to Leadership of the House Health and Human Services (HHS) Committee position is a temporary position with benefits and is authorized to work 40 hours per week. The position is responsible for providing accurate and up-to-date research, data, and policy analysis in the areas of Health and Human Services. The position reports to the Republican HHS Committee Leadership and provides guidance to the chairs of the committee and members of the House Republican Caucus. Work is performed independently and checked for accuracy and conformance with proper procedures. The position is an at-will position and is not subject to the State Personnel Act.

Examples of Duties:

- Plan, execute, and monitor the HHS committee agenda
- Work closely with chairs, staff attorneys, and Fiscal Research Division staff to research and draft legislation and the HHS budget
- Track advancement of bills and monitor committee meetings
- Serve as the liaison between the committee Leadership and legislators, government officials, lobbyists, and administrators on matters relating to HHS
- Advise committee Leadership and members of the Republican Caucus on the merits or faults of pending legislation
- Assist committee Leadership with responding to press inquiries on HHS
- Perform other duties as assigned
- Perform all duties with a high degree of skill, attention to detail, and independence

Minimum Qualifications:

- Bachelor's degree plus two years working in the area of HHS policy
- Considerable knowledge of the legislative process and state government
- Experience working in a legislative or political office preferred
- Ability to work independently, organize and analyze materials, prioritize tasks, and make responsible decisions
- Flexibility to work some nights and weekends while the House is in session

(See page two for information on how to apply for this position.)

Application Process:

A General Assembly application, a cover letter that addresses all the applicant requirements above, employment/educational experience relevant to the position, and reasons for your interest in the position; a resume; and a list of three academic or professional references including name, address, telephone number and relationship to the applicant must be received in the Personnel Office by 5:00 p.m. on Tuesday, February 21, 2012.

Send to:

**Personnel Office
North Carolina General Assembly
Legislative Building, Room 5
16 West Jones Street
Raleigh, NC 27601**

NOTE: A separate application is required for each position reflecting the vacancy announcement number. For your convenience, a General Assembly Application is available on our website at <http://www.ncleg.net/NCGAInfo/directories/jobs.html>.
