



## JOB TITLE: PUBLIC POLICY ANALYST

The Public Policy Analyst is responsible for supporting the development and administration of Texas REALTORS® public policy positions, as well as monitoring and analyzing proposed legislation and regulation that could impact the Texas real estate industry, and providing effective research and data related to relevant public policy matters.

The Analyst researches and manages information related to various policy issues which affect the real estate business, such as local property taxation, eminent domain, transportation, water, title insurance, appraisal practices, property and casualty insurance, and other issues as deemed appropriate by Texas REALTORS® policy committees, the Legislative Management Team and the Leadership Team. The Analyst also establishes and manages relationships with key governmental agencies, professional associations and other industry related groups for the purposes of researching and developing Texas REALTORS® legislative and regulatory objectives and strategies.

**Department:** Governmental Affairs

**Reports to:** Director of Public Policy

**Type:** Full time

**Status:** Exempt

### JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES

*Policy Research:* Initiate and conduct complex research projects on public policy matters of importance to Texas REALTORS®, including the gathering of intelligence through public information requests and other channels as necessary. Use that research to create innovative ideas and solutions for industry issues that align with Texas REALTORS® philosophy and position on public policies and general advocacy goals.

*Legislative Monitoring:* Monitor, analyze and report on legislative hearings and proposed legislation and regulation relevant to Texas REALTORS® policy interests. Conduct thorough analysis of all proposals to ensure Texas REALTORS® policy interests are protected. Oversee the tracking and analysis of bills; also develop historical knowledge of tracked bills in previous legislative sessions.

*Policy Formation:* Utilizing knowledge from policy research and legislative monitoring, assist the formulation of Association public policy positions through the Texas REALTORS® public policy committees, which work to develop and guide the Association's legislative agenda. Includes administration of association committee meetings.

*Legislative Advocacy:* Assist in the development and implementation of various strategic projects to advance the association's advocacy goals. Where necessary, assist in

legislative advocacy with the Texas Legislature, its staff, and other elected and appointed officials. Be able to develop a working relationship with members and staff of the Texas House of Representatives and Senate.

*Communications:* Assist in the development and delivery of effective communications to educate a variety of audiences on the Texas REALTORS® positions on public policies and legislative proposals.

*Coalition-Building:* Develop and maintain proper and effective relationships with other organizations, agencies and institutions that are consistent with Texas REALTORS®-approved objectives, programs and policies in order to further the Association's advocacy goals.

*Travel:* Travel around the state of Texas to assist in the maintenance of relationships with Texas legislators and REALTOR® members. Attend National Association of REALTORS® conferences, including the Government Affairs Directors Institute, as well as other relevant conferences held by national policy organizations.

## SKILLS AND QUALIFICATIONS

- Bachelor's degree with an emphasis in research, writing and/or statistics is required.
- Minimum one to three years government relations and/or regulatory experience required; prior experience in the Texas legislature, knowledge of legislative operations and experience interacting with legislative offices and committees is highly desired.
- Prior experience in municipal government, with knowledge of municipal policymaking process and experience interacting with elected officials, will be considered.
- Outstanding research, writing, interpersonal, and communication skills are required. Demonstrated excellence in organizational, diplomacy, and advocacy skills is highly desired.
- Must exercise good judgment, use discretion and work effectively under pressure in a self-directed manner within a collaborative team-oriented environment.
- Must also demonstrate the ability to prioritize and manage multiple projects and see them through to completion in a deadline-oriented environment.