LEGISLATIVE ANALYST – IOWA STATE SENATE REPUBLICAN CAUCUS STAFF

This is a full time, year-round position for a Legislative Analyst on the Iowa Senate Republican Caucus staff.

Responsibilities for this partisan Republican legislative analyst position include demonstrating superior communication skills, both verbally and in writing; the ability to research, develop, and analyze complex legislation; manage and build interpersonal relationships on our team with elected officials and their constituents.

The successful candidate will navigate a fast-paced environment while performing under strict deadlines and providing exemplary customer service. (See Job Description below.)

Minimum salary $57,158.40

Location- Des Moines-State Capitol

Opened- October 29th, 2026

Closing- November 13, 2026, 5 pm

Job type- Full time, year-round with state benefit package.

Minimum qualifications include:

BA/BS 4-year degree from an accredited University or College or equivalent experience.

Demonstrated oral, visual, and written communication skills; with superior reading comprehension and adherence to detail.

Ability to contribute on a team, provide exemplary customer service, and work a flexible schedule that includes partial compensatory time.

Preferred candidates will possess a working knowledge of the legislative process with three years of professional experience in a field related to legislative affairs, public policy, issue advocacy, government affairs, association management, or public service.

Please submit your cover letter, resume, and names/contact information of three professional/supervisory references to:

Russ.Trimble@legis.iowa.gov

The Iowa Senate is an equal opportunity employer.

IOWA SENATE REPUBLICAN CAUCUS STAFF

Job Title: Legislative Analyst **Description Date: 10/2026**
Supervisor: Republican Caucus Staff Director

Job Summary: Performs research, develops complex analysis, and delivers both advantages and disadvantages of policy synopses under strict deadlines with superior attention to detail in fast paced Senate legislative environment, on the partisan Republican caucus staff team, under the general supervision of the Senate Republican Caucus Staff Director.

ESSENTIAL JOB FUNCTIONS:

1. Research, analyze, determine advantages and disadvantages, and provide detailed and accurate synopses of complex legislation and government policies at the federal, state, and local level.

2. Assess the technical and political implications of proposed legislation and communicate this information orally or in writing in a straightforward manner to promote understanding with audience.

3. Research and respond to Senator inquiries in person and/or electronically.

4. Attend subcommittee and committee meetings during legislative session.

5. Prepare and support Senators for subcommittee, committee, and floor debate daily during legislative session.

6. Organize meetings between legislators and stakeholders, to include committee meetings, and other meeting requests.

7. Complete work products in support of caucus objectives as designed by members of the Senate Republican Caucus and/or staff leaders on behalf of the caucus.

8. Track bills, resolutions, policy ideas, and other developments in your assigned issue area(s) through the legislative process from idea to becoming law.

9. Provide information to promote or reject proposed legislation, as determined by Senators' goals.

10. Understand the amendment process (including its strategic and tactical use).

11. Understand and be able to apply Senate rules, Senate/House Joint rules, the legislative process, and Senate tradition.

12. Apply knowledge of Code, rules, policy, federal legislation, other states, think tanks, court rulings, executive orders, academic writings, and media to legislative questions, initiatives, and requests of Senators, including knowing how stakeholders view each issue.

13. Request bill and amendment drafts and work with the Legislative Services Agency to shape the language based on input from Senators and stakeholders.

14. Manually and electronically maintain tracking systems of legislative activities, including keeping records of subcommittee and committee actions, (will require lifting of up to 25 pounds on an occasional basis), and providing regular updates to the staff director.

15. Provide public policy research and recommendations for future policy development.

16. Act as a liaison with Judicial and Executive branch/agency personnel related to assigned committee(s) and issue area(s) as needed.

17. Help constituents, primarily within assigned policy area(s), with an emphasis on answering legislative questions and requests, helping navigate executive branch agencies and departments, and understanding the legislative process to promote strong, positive, and lasting constituent relationships with Senators.

18. Maintain a good working relationship with legislators, staff, and constituents.

19. Other duties, responsibilities, and activities as assigned.

ADDITIONAL JOB FUNCTIONS:

1. Will demonstrate knowledge of rules and floor operations of Iowa Senate.

2. Maintains exemplary customer service with legislators, coworkers, and the public.

3. Works a flexible schedule that includes partial compensatory time.

SKILLS/EDUCATION REQUIRED:

BA/BS 4-year degree from an accredited University or College or equivalent experience.

Demonstrated oral, visual, and written communication skills; with superior reading comprehension and adherence to detail.

Ability to contribute on a team, provide exemplary customer service, and work a flexible schedule that includes partial compensatory time.

Job Description Approved/Supervisor: *s/s Russ Trimble*

Signature/Title: Staff Director Date: October 29, 2026

*****THE IOWA SENATE REPUBLICAN CAUCUS RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION.** ***THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE.***

THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.***