



## **Principal Policy Analyst—starting salary \$90,000 to \$120,000 with upward potential**

The Virginia General Assembly's program evaluation agency is seeking a Principal Policy Analyst to conduct legislative oversight and analysis of state IT, retirement, and college savings programs and related issues. Successful candidates will be independent, critical thinkers with a high level of initiative and a commitment to good government.

### **Job role**

As a Principal Policy Analyst you will (i) monitor operations and strategic decisions, and (ii) identify issues requiring attention, improvement, and legislative action, across the

- Virginia Information Technologies Agency (VITA), which provides IT infrastructure services and IT oversight to state agencies;
- Virginia Retirement System (VRS), which is the 14th largest pension fund in the country; and
- Commonwealth Savers, formerly Virginia529, which administers Virginia's college savings plans (the largest in the country) and a state-sponsored private retirement plan.

You will conduct detailed analysis on issues identified through your oversight work and make recommendations for improvement or changes as needed. You will convey the results of your work to the General Assembly and the public through presentations to the legislature and written products.

Your work will help the General Assembly make decisions related to VITA, VRS, and Commonwealth Savers. It will also help ensure that these key state government agencies operate efficiently and fulfill their public missions.

More information about JLARC's oversight responsibilities, including recent oversight reports, can be found on the [VRS, VITA & Commonwealth Savers oversight](#) page of the JLARC website.

### **Primary job responsibilities**

- Evaluate operational and strategic decisions at VITA, VRS, and Commonwealth Savers by observing meetings of their governing boards and interviewing senior agency officials;
- Conduct in-depth special studies identified through your oversight;
- Complete all aspects of research needed to conduct thorough oversight, including but not limited to, literature reviews, surveys, interviews, and data analysis;
- Oversee external consultants, including actuarial and investment experts, when specialized expertise is needed;

- Produce multiple oversight reports annually; and
- Make regular presentations to the Commission, standing committees of the General Assembly, and agency boards and key officials.

### **Required**

- At least three to five years of applied research or oversight experience in a policy-related area;
- Degree in public policy or administration, program evaluation, or a related research-based discipline;
- Ability to consistently exercise independent initiative, objectivity and skepticism, and good judgment;
- Strong writing and presentation skills;
- Ability to balance multiple projects simultaneously; and
- Highly effective interpersonal skills.

Policy experience in IT, investments, and retirement and college savings benefits is not required, but applicants should be committed to improving government.

### **About JLARC**

The Joint Legislative Audit and Review Commission (JLARC) is a highly respected agency that has been providing nonpartisan program evaluation for the Virginia General Assembly for 50 years. We were recognized in 2020 by the National Legislative Program Evaluation Society for our organizational excellence. You can learn about our agency and the impact we have had improving state government on our [website](#).

JLARC's core values are integrity, rigor, objectivity, and nonpartisanship. Our skilled staff are driven by our mission to serve the public interest by making government work better.

### **What we offer**

- Starting salary range of \$90,000 to \$120,000 with opportunities for future salary increases for strong performance;
- Good work-life balance, including teleworking two days per week when work demands permit; and
- Comprehensive benefits package including health insurance, paid holidays, leave, and retirement plan.

### **Location**

Richmond, Virginia, the state capital, is known for its beautiful neighborhoods, arts scene, outdoor recreation opportunities, and outstanding dining and breweries. VCU, a major research university and health system, is located downtown. The Blue Ridge mountains, beaches, and the nation's capital are all within a two-hour drive.

### **To apply**

Send a cover letter and resume to [jlarc.jobs@jlarc.virginia.gov](mailto:jlarc.jobs@jlarc.virginia.gov) and state "Principal Policy Analyst" in the subject line.

JLARC is **an equal opportunity employer**. The position will remain open until filled.