

LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Tribal Legislative Policy Advisor

AGENCY: Office of Tribal Legislative Liaison

SALARY SCHEDULE RANGE: G

STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

The Office of the Tribal Legislative Liaison (OTLL) was created in the Legislative Council by Public Act 208 of 2024.

The Tribal Legislative Policy Advisor supports the Tribal Legislative Liaison in promoting a government-to-government relationship between federally recognized tribes in Michigan and the state legislature. The Policy Advisor assists in analyzing, reviewing, and providing guidance on legislation affecting tribes and tribal members. This role involves policy research, legislative consultation, and facilitating communication between tribal governments and the legislature.

EXAMPLES OF WORK:

- Conduct legislative research and policy analysis to assess the impact of proposed legislation on tribal communities.
- Provide guidance and recommendations to the Tribal Legislative Liaison on tribal concerns related to legislative proposals.
- Draft reports, memos, and briefing materials for the Liaison and legislature regarding tribal policy issues.
- Assist with the establishing and maintenance of relationships with each federally recognized tribe in Michigan.
- Organize and participate in annual visits with each tribe to strengthen collaboration and communication.
- Communicate and coordinate with tribal liaisons in the executive branch, as necessary.
- Maintain and update an accurate Agency calendar, schedule appointments and meetings as requested, and arrange for meeting space and necessary equipment.
- Assists with special projects/events.
- Support preparation of the annual report summarizing tribal concerns, ensuring data is accurate and publicly accessible.

- Assist in developing and conducting annual training for legislators and legislative staff on tribal governance, sovereignty, and consultation protocols.
- Participate in meetings and consultations with tribal leaders, legislators, and legislative staff.
- Assists the Liaison in meetings with staff, legislators, and members of the tribal communities as requested by the Liaison.
- Monitors and advises the Liaison of pending legislation that affects the OTLL. Creates and maintains accurate and complete records of all pending legislation for the current legislative session.
- Serves as lead staff member for all retention policies related to the OTLL.
- Provides oversight of all inquiries and correspondence, including telephone calls and emails, directed to the OTLL. Responds to inquiries, when possible, under the direction of the Liaison.
- Performs other duties as assigned.

MISSION STATEMENT PRINCIPLES AND GOALS

- Displays a team-oriented attitude toward co-workers and other Legislative Council staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments to better serve the Legislature.

KNOWLEDGE, SKILLS, AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

The employee in this position possesses the knowledge, skills, and abilities to:

- Confidently use standard hardware, operating system, and print functions of a PC.
- Confidently use the standard functions of email and electronic timekeeping system.
- Confidently use Microsoft Office Suite software applications to compose documents and construct tables and graphics using the Agency's standard formats.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Strong knowledge of tribal governance, sovereignty, and the legal framework affecting federally recognized tribes.
- Experience working with tribal governments, legislative bodies, or in government relations.

- Excellent communication, negotiation, and interpersonal skills to facilitate collaboration between tribes and the legislature, both verbal and written.
- Ability to analyze legislation and assess its potential impact on tribal communities.
- Experience with organizing training or educational sessions on governmental or tribal matters.
- Strong organizational skills and the ability to manage multiple responsibilities effectively.
- Experience in legislative affairs, policy analysis, or government relations preferred.
- Background in law, political science, public administration, or a related field preferred.
- Familiarity with Michigan state government processes and legislative procedures preferred.
- Ability to assist in the development of specific goals and plans to prioritize, organize, and accomplish workload objectives within necessary or provided time frame.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess valid Michigan driver's license with a history of safe driving.
- Ability and willingness to travel to tribal communities across Michigan.
- Flexibility to work extended hours as necessary to meet legislative and tribal consultation requirements.