

AGENDA

Committee on Personnel May 11, 2026 at 4:30 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda, members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting. To view the meeting live and participate in virtual public comment: <https://www.lansingmi.gov/1212/Council-Committee-Meetings>

Council Member Pehlivanoglu, Chairperson
Council Member Spadafore, Vice Chairperson
Council Member Garza, Member
Council Member Hussain, Member

1. **Call to Order**
2. **Roll Call**
3. **Public Comment on Agenda Items (Up to 3 Minutes)**
4. **Discussion/Action:**
 - A. DISCUSSION - Legislative Analyst
5. **Other**
6. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

City of Lansing JOB DESCRIPTION

Department: City Council

PCN: TBD

Position Title: Legislative Analyst

GENERAL SUMMARY OF DUTIES: Responsible for monitoring, evaluating and interpreting proposed legislation and public policies proposed or being proposed by the Lansing City Council that may impact the City of Lansing. This role conducts complex quantitative policy analyses and research; develops and provide recommendations to support designated efforts. Additionally, prepares materials, reports and presentations of findings. This position requires a strong knowledge and foundation in statistical analysis, data management and research methodologies. Reports to the Lansing City Council.

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with provision of the appropriate Personnel Rules. Failure to obtain the necessary certification may result in lay-off or discharge at the sole discretion of City Council.

- Must complete and pass a background check before placement in position.
- Required to sign a confidentiality agreement upon hire.
- Position appointed by City Council and serves at will.

EDUCATION & EXPERIENCE REQUIREMENTS:

- The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.
- Two (2) or more years' experience in legislative analysis, policy development or government relations
- Strong knowledge of legislative and regulatory process at the local, state and federal level
- Strong analytical, writing and communication skills
- Strong proficiency in Microsoft Office Suite and legislative tracking tools
- Experience working in a legislative office, public agency, or advocacy organization *preferred*

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of local, state and federal legislation and regulatory developments. Knowledge of policy and legal research. Knowledge of legislative analysis, policy development and government relations.

Ability to produce complex policy information into clear actionable recommendations. Ability to draft policy recommendations, reports, and presentations. Ability to prepare materials for City Council and committees. Ability to create, monitor and track legislative databases.

Skill in collaborating with departments, partners, and stakeholders as appropriate for coordinating strategies. Skill in maintaining up-to-date knowledge of legislative policy and procedures.

PHYSICAL CAPACITY REQUIREMENTS: Frequently required to sit, talk, hear and listen. Good vision required to read and interpret documents. Ability to effectively communicate orally and in writing with the Lansing City Council; City of Lansing directors, managers and employees; and outside agencies. Ability to enter and retrieve data from computerized, typed, and written sources. Some travel required. Some night meetings required.

ENVIRONMENTAL CONDITIONS: Office environment some travel to hearings and stakeholder meetings. Open to both remote and hybrid work arrangements for this role, with the structure to be determined based on mutual agreement. Required to follow safety protocols applicable while visiting city facilities including use of any needed protective equipment.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Perform in-depth quantitative analysis leading to actionable recommendations to City Council.
- Perform various ad-hoc reporting, research and analysis duties to support day-to-day operational and strategy management decisions.
- Facilitate communication and coordination between agencies, ensuring technology solutions align with their specific needs.
- Maintain variety of quality assurance and quality control activities.
- Consult with City Council and management to identify, define and document business needs, current operational procedures, problems and input and output requirements. Create business requirement documents, process flows, use cases and screen mock-ups as needed and obtain stakeholder approval.
- Track legislation through legislative process and identify opportunities for engagement and response.
- Collaborate with departments, coalitions, internal and external partners for strategic planning.
- Attend City Council meetings and public forums to represent City Council/City of Lansing.
- Ensuring legislative databases are accurately tracked, current and accurate.
- Other tasks as assigned.

Created: 7/14/2025