

Position: Policy Analyst  
Department: Office of Government  
Supervisor: Principal Chief  
Supervises: No One  
FLSA Status: Exempt

**Position Summary:**

Gathers and analyzes information concerning congressional and administrative activities that affect the welfare of the SFN and its members and provides advice regarding alternatives that exist in developing strategies and decisions concerning programs, policies, budgets and any other areas of concern to the SFN. Researches, analyzes, directs, and monitors national/congressional legislation affecting the SFN.

**Duties and Responsibilities:**

- Represents the SFN position, concerns and priorities to the United State Congress, administration and federal agencies.
- Monitors all legislation having a potential impact on the SFN.
- Works with appropriate staff to formulate official position on legislative/agency action.
- Formulates written and/or oral testimony for submission to Congress on behalf of SFN.
- Engages in legislative analysis to determine the potential impact a bill may have on SFN.
- Provides direction to the Office of Government in carrying out legislative strategy for the SFN.
- Engages in coalition building with other tribes and national organizations to create synergy for legislative/agency affairs.
- Will be a visible presence in Washington D.C. that emphasizes the government-to-government relationship.
- Acquires current information on best practices of other tribes, federal agencies and private industry.
- Will participate in SFN executive level strategic planning to execute legislative advocacy through policy proposals and testimony before Congress.
- Will move forward all legislative initiatives of the SFN.
- Other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of the Code of Laws for the SFN.
- Ability to interpret complicated legislative and/or agency rule/finding language to determine potential effect and impact on the SFN.
- Ability to write and submit congressional testimony on behalf of the SFN.

- Ability to draft new legislative language and to edit existing legislative language for best possible impact on priorities.
- Ability to effectively present priorities, strategy and positions of SFN to appropriate congressional/agency staff.
- Ability to draft concise position statements and draft letters to congressional/agency officials.
- Ability to read, analyze and interpret common specific and technical journals, financial reports and legal documents.
- Ability to effectively present information to Business Committee.
- Must have excellent analytical, verbal and writing skills.
- Must have strong presentation skills.
- Must have strong administrative and computer skills.
- Must be able to multitask.

**Education and Experience:**

- Juris Doctorate degree from an accredited law school.
- Five (5) years of related experience preferred.

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**Employee's Signature**

**Date**

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**Supervisor's Signature**

**Date**