



## Washington State Joint Legislative Audit and Review Committee (JLARC)

# Graduate Internship Opportunity

### What does JLARC offer?

<b>Impact</b>	Collaborate with JLARC staff to provide critical analysis and credible information to improve the management of government programs and help the Legislature identify public policy solutions. Projects may include reviewing the farmworker H2A visa program; the Department of Health's oversight of hospital data, inspections, and complaints; or other studies.
<b>Exposure</b>	Opportunity to work for the Legislature as nonpartisan staff and participate firsthand in the public policy process. JLARC focuses on multiple policy areas, so interns can learn about many different areas across state government ranging from tax policy, to the state's management of natural resources.
<b>Professional development</b>	Work in a collaborative environment with intelligent, creative, and supportive colleagues. Studies use a variety of professional disciplines and analytical techniques to find answers. Analysts apply qualitative and quantitative analytical methods, including surveys, interviews, and statistical modeling. Staff synthesize the information and analysis to identify findings and recommendations.
<b>Networking</b>	Work with JLARC analysts and staff from other legislative and executive branch agencies to help answer some of the more complicated questions facing our state's lawmakers.

### Period of Internship

Approximately June – September 2023

### Hours per Week

Between 32-40. The internship may be hybrid or fully remote, depending on the needs of the projects.

### Pay

Interns will be paid a monthly salary of \$4,180 at 100% FTE. There are no additional financially supported benefits associated with this internship.

### Application Process

Send a cover letter and resume as PDF(s) to **Marilyn Richter** at [marilyn.richter@leg.wa.gov](mailto:marilyn.richter@leg.wa.gov). This announcement is open through 5:00 p.m., Monday, April 3, 2023 (*extended*) or until filled. We will begin the review and selection process as the applications are received. Early application is encouraged. For more information, visit: [www.leg.wa.gov/jlarc](http://www.leg.wa.gov/jlarc).

*While the internship will be performed in a hybrid environment being mostly remote with teleworking technology, there may be opportunities to work in person with your team in Olympia, and there may be Legislative meetings and hearings on the Capitol Campus that are required to be attended in person.*

## POSITION OVERVIEW

JLARC is seeking a summer intern to participate in policy and fiscal reviews. The intern may assist staff in scoping, developing, planning and/or conducting performance audits or studies. The intern will participate as a team member in producing reports that are objective and non-partisan. The intern will receive exposure to researching Washington statute, the legislative process, and state agencies.



**Working in collaboration with JLARC staff, the internship position may help with:**

- Developing a study work plan that identifies appropriate analytic methodologies, data collection strategies, resources, and schedules necessary to answer study questions.
- Assist in collecting appropriate quantitative and qualitative data to support the analysis phases of audits or studies. Examples of this could be conducting literature reviews, data cleaning, and recording notes from interviews.
- Assist in identifying findings that will improve efficiency and effectiveness of state government.

## Who is JLARC?

JLARC works to make state government operations more effective, efficient, and accountable. JLARC staff are nonpartisan and work for the bipartisan/bicameral committee. Basically, we provide “just the facts” to a committee with equal representation of parties from the House and Senate.

JLARC pursues its mission by conducting performance audits - a tool for providing critical analysis and credible information. Performance auditing involves assessing performance, evaluating results, and ensuring accountability.

Assignments to conduct studies are made by the Legislature and the Committee itself. Based on these assignments, JLARC’s nonpartisan staff auditors, under the direction of the Legislative Auditor, independently seek answers to audit questions and issue recommendations to improve performance.

JLARC’s work is highly regarded by its committee and members of the Legislature. JLARC’s work has also received national recognition from groups such as the National Conference of State Legislatures and the Pew Center for the States as illustrative of “the superior program evaluation work being provided to state legislatures.” Visit our website for more information.

JLARC promotes an inclusive work environment. The office strives for a diverse workforce to support equitable employment opportunities and strengthen the quality of our work.

## What is JLARC looking for in an intern?

- An appreciation for how objective, non-partisan analysis can assist with the policy making and oversight roles of a legislative body
- An ability to think analytically and to present information creatively
- Comfort with gathering and synthesizing both quantitative and qualitative information
- Strong communication skills in different media and in front of a variety of audiences
- Ability to work independently and as a member of a team
- Good judgment for how to work on sensitive issues with stakeholders that hold strong opinions

*The Joint Legislative Audit and Review Committee is an equal opportunity employer. We are committed to providing equal employment opportunities in a fair and impartial manner for all persons without regard to age, sex, gender identity, sexual orientation, race, creed, color, national origin, military status, the presence of any sensory, mental, or physical disability. We encourage people of all backgrounds to apply. Persons with disabilities needing assistance in the application process or those needing this announcement in an alternative format should call (360) 786-5188 or email [Marilyn.richter@leg.wa.gov](mailto:Marilyn.richter@leg.wa.gov).*