

New Policy Analyst Training

Materials/General Office Training

- Legislative Rules Book
- HR materials
 - Benefits Discussion –meeting with a health benefits and retirement specialists to explain the various options.
 - Vacation time, over time policy, LegLeave
- Legislative and state phone book
- Lobbyist contact/quick link
- Utah Constitution
- Overview of office website
- Minutes guidelines
- Office manual
- Office phone system
- Walk through of Capitol and other buildings
- Using Folio and other databases
- Meet with Office Librarian for an overview of the library and tools available.
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Interim – Process, Committees, Responsibilities

- Overview of the process (deadlines for mailings; coordinating with presenters and chairs; Master Study Resolution assignments and topics assigned by the Legislative Management committee)
- Creating an agenda
 - Which items are up to analyst discretion (e.g., agenda item descriptions, timeframes, etc.) Pros and cons
- Creating a hot-book for interim issues/reports/agendas/minutes/etc.
- Determining a quorum – when and why it matters
- Interim Rules
- Committee Bills
- Using committee room microphones/dais. Caution about live microphones
- Connecting IT equipment to the dais or testimony table
- Preparing interim highlights (the new analyst will meet with one of the highlights team to discuss/demonstrate how to prepare interim highlights and how much information to provide.
- After the final interim committee meeting, the new analyst will meet with one of the interim highlights editing team to discuss/demonstrate how the end of the year report is prepared.

General Session – Process, Committees, Responsibilities

- Session refresher materials and review
- Introduction to legislative staff in other offices/House/Senate
- Preparing a committee agenda with session secretaries and posting electronically and hard copies.

- Notification and process regarding actions taken on substitute bills or protected amendments in committee hearings.
- Priority bills
- Protected bill file
- “box car” bills
- Analyst bill initializer
- Bill status changer
- House and Senate floor protocol
- Bill tracking – “Hands on” training. The trainer will walk through the different tools to track legislation and examples of possible mistakes that should be caught (substantive errors, grammatical errors, misplaced amendments, proper readings in each house, and any resources/procedures to handle any errors). Initially, the first bills that a new analyst tracks will be done with mentor review to ensure that the new analyst understands the system and the tools available.
- Coordination of bill books with the secretaries.
- Short title deadlines/abandoning bills/critical session dates
- House and Senate calendars
- Checking amendments before committee meetings for bills on your agenda.
- Making committee reports (substitute bills/amendments/held/tables/failed on vote/not considered).

Bill drafting

- The bill drafting trainer will meet with a new analyst and explain bill drafting (how to start drafting an amendment to an existing statute, how to start drafting new language, how to repeal language, how to write the grey sheet and submit drafts to the doc techs, using the bill drafting macros, how to use the online bill drafting manual including the index reference)
- The bill drafting trainer will, in collaboration with the drafting attorney, review legislation drafted by the new analyst.

Miscellaneous

- Open and Public Meetings Act review
- GRAMA overview
- Working with Legislators / committee chairs
- Working with staff attorneys / looking to them on legal matters
- Introduction to departmental staff/stakeholders/lobbyists/NCSL staff for the assigned subject area.