

Rules and Technology Administrator – Joint Committee on Agency Rule Review

General Duties:

The Joint Committee on Agency Rule Review (JCARR) is a committee of the Ohio General Assembly. JCARR's primary function is to review proposed new, amended, and rescinded rules from over 100 state agencies to ensure they do not exceed the rulemaking authority granted to them by the General Assembly. JCARR has a staff of four who work full-time in the Riffe Center in downtown Columbus.

The Rules and Technology Administrator works closely with other JCARR staff and is the primary point of contact for administrative agencies that file rules for review by JCARR, stakeholders and members of the public interested in rules, and committee members and their staff. Responsibilities include:

- Responds to day to day phone and email inquiries from agencies and the public
- Maintains and updates shared Outlook calendar and email distribution lists
- Processes agency requests for extensions of five-year rule review dates
- Reviews rules filed by agencies under the five-year rule review process with no changes
- Attends public hearings on rules
- Coordinates attendance at committee meetings by members and agencies
- Prepares materials for committee meetings, including agendas, scripts, attendance sheets, and minutes
- Collaborates with JCARR staff, IT staff, and agencies to implement regulatory restriction reduction requirements
- Monitors Cut Red Tape Ohio system and directs constituent issues to agencies and legislators as appropriate
- Maintains and updates JCARR websites
- Assists with purchase and inventory of office equipment

Requirements:

- Excellent organizational skills
- Strong written and oral communication skills
- Computer proficiency including experience with Microsoft Outlook, Word, and Excel
- Interest in public policy
- Prior experience with legislative process or administrative rulemaking a plus

How to Apply:

Please send a resume and cover letter to jcarr1@jcarr.state.oh.us.