

*Employment Opportunity:*

## **Legislative Fiscal Analyst or Senior Fiscal Analyst**

South Dakota Legislative Research Council, Pierre, South Dakota

The Legislative Research Council, the nonpartisan research and support staff to the South Dakota Legislature, is accepting applications for a Legislative Fiscal Analyst or Senior Fiscal Analyst. If you have an interest in public policy, are articulate, analytical, and possess strong writing skills, we want you as a member of our team.

**Duties and Responsibilities:** As a fiscal analyst, you will have the opportunity to assist legislators by providing accurate, objective, and relevant budget information. Significant duties include the following:

- 1) Compile fiscal and budgetary data and conduct fiscal-oriented research for the Joint Committee on Appropriations, other legislative committees, and individual legislators;
- 2) Develop active, positive relationships with personnel in the agencies to which you are assigned;
- 3) Analyze programs administered by state agencies through the use of statistical analysis;
- 4) Draft legislation and analyze proposed legislation for potential fiscal impacts on state and local government; and
- 5) Develop and provide training and orientation for staff and legislators.

**Minimum Qualifications:** The successful candidate must possess the following:

- 1) A bachelor's degree with preference given to fields such as public policy, economics, finance, statistics, accounting, public or business administration, or a master's degree in a related field;
- 2) Strong quantitative and analytical skills. The analyst should be proficient in statistics, economics, public finance, or policy analysis;
- 3) A willingness to expand your knowledge base into various subject areas including taxation, human services, corrections, the judiciary, economic development, agriculture, environment and natural resources, education, state and local government, public safety, transportation, and labor issues;
- 4) The ability to communicate, both orally and in writing, in a manner which can clearly and efficiently convey information to legislators and the public;
- 5) Proficiency in word processing and spreadsheet development, and the ability to work in database applications; and
- 6) The ability to work under tight deadlines and extended hours during the legislative session.

**Salary Range:** Senior Fiscal Analyst salary will range from \$56,328 to \$84,492; Fiscal Analyst salary will range from \$50,695 to \$76,043.

**Special Note:** Position also performs program evaluations (see listing <http://sdlegislature.gov/docs/ProgEval.pdf>), as employees in this area perform both functions. However, a successful candidate need only meet the qualifications of one of the two job listings. Training will be provided for duties related to the other listing.

**Application Process:** This position will remain open until Monday, April 30, 2018. Applications (consisting of a letter of interest and resume) should be submitted via hard copy or e-mail to:

Jason Hancock, Director  
South Dakota Legislative Research Council  
500 East Capitol Avenue, Pierre, SD 57501  
E-Mail: [Legis.Resume@sdlegislature.gov](mailto:Legis.Resume@sdlegislature.gov) | Phone: 605-773-3251

