

*Employment Opportunity:*

## **Legislative Program Evaluator or Senior Program Evaluator**

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 Program Evaluator or Senior Program Evaluator. If you are interested in improving the efficiency and effectiveness of state government programs, we want you as a member of our team.

**Duties and Responsibilities:** As a program evaluator, you will serve on teams that plan and conduct sophisticated evaluations of state government programs using a wide range of research methods. Evaluators use quantitative and qualitative analytical skills to evaluate the efficiency and effectiveness of state programs. Evaluators interview public officials and stakeholders; conduct surveys; inspect facilities; review records; compile and analyze data; study laws and rules; evaluate best practices, public policies, and outcomes in comparable jurisdictions; write reports, memos, and papers that present evaluation findings; and deliver formal presentations to legislative committees and other boards and commissions. Optimal skills include the following:

### **Knowledge, Skills and Abilities / Competencies**

- Knowledge of the principles, techniques, and procedures of public policy evaluation, performance auditing, or financial or economic analysis.
- Knowledge of federal, state, and local government organization and functions.
- Ability to perform research independently, using appropriate methods of approach and source materials, and ability to follow office procedures and norms.
- Strong presentation and written communication skills. Significant writing required.
- Ability to work independently and on project teams.
- Ability to express conclusions clearly and logically in oral and written form.
- Proficiency in Excel, PowerPoint, and Word.
- Willing and able to work extra hours when necessary, for which employee will earn comp time.
- Ability to maintain composure and work cooperatively under pressure with legislators, LRC and state government staff, while maintaining confidentiality of work product and communications.
- Ability to work objectively and impartially with members of all political parties and independents.
- Willing and able to travel overnight at state expense.

### **Minimum Education and Experience Requirements**

- Bachelor's degree in public or business administration, public policy, finance, economics, statistics, accounting, or a closely related field, and three years of related experience; or Master's degree in a similar field and one year of related experience; or a doctorate in a similar field.

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

**Special Note:** Position also performs fiscal analysis (see listing <http://sdlegislature.gov/docs/FiscalAnalyst.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

