

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 permanent, full-time **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.

Applicants should be eager for the opportunity to work in a positive, team environment and be honest, trustworthy, discreet, and have the ability to provide professional level service to the Legislative Branch.

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

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

Knowledge, Skills and Abilities / Competencies: The successful candidate must possess the following:

- Strong quantitative and analytical skills. The analyst should be proficient in statistics, economics, public finance, or policy analysis;
- A willingness to expand your knowledge base into various subject areas including taxation, human services, corrections, court issues, economic development, environmental issues, education, state and local government, public safety, transportation, and labor issues;
- The ability to communicate, both orally and in writing, in a manner which can clearly and efficiently convey information to legislators and the public;
- Strong skill in Microsoft Excel, PowerPoint, and Word. Candidates will be expected to demonstrate Excel and Word proficiency in any potential in-person interview.
- Willingness and ability to work extra hours during legislative sessions and in the interim.
- Ability to maintain composure and work cooperatively under pressure with legislators, legislative staff, and state government staff daily.
- Ability to work objectively and impartially with members of all political parties and independents.
- Willingness and ability to travel overnight at state expense.

Minimum Education and Experience Requirements

- 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.

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.

Application Process: This position will remain open until Wednesday, November 21, 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 E. Capitol Avenue, Pierre, SD 57501
E-Mail: Legis.Resume@sdlegislature.gov | Phone: 605.773.3251

