

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 permanent, full-time Legislative Program Evaluator or Senior Program Evaluator. If you have an interest in studying the efficiency and effectiveness of state government programs, 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 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 study performance impact and outcomes of state programs, including performance measurement, financing, operational procedures, and other issues of interest to the South Dakota Legislature. 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.

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

- 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 organizations and functions.
- Ability to perform research independently, using appropriate methods of approach and source materials, and ability to follow office procedures and standards.
- Strong presentation and written communication skills.
- Ability to work independently and on project teams.
- Ability to express conclusions clearly and logically in oral and written form.
- 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 and three years of related experience; or Master's degree in public or business administration, public policy, finance, economics, operations research, or a closely related field and one year of related experience. An earned doctorate in a related field may substitute for one year of related experience.

Salary Range: Senior Program Evaluator salary will range from \$56,328 to \$84,492; Program Evaluator 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 East Capitol Avenue, Pierre, SD 57501
E-Mail: Legis.Resume@sdlegislature.gov | Phone: 605-773-3251

