Employment Opportunity:

Legislative Fiscal & Program Analyst or Senior Fiscal & Program 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 Legislative Fiscal & Program Analyst or Senior Fiscal & Program Analyst.

Duties and Responsibilities: As a fiscal & program analyst, you will have the opportunity to assist legislators by providing accurate, objective, and relevant analysis and evaluation of state programs and budgets. The position offers a variety of duties that will challenge and reward you. The significant duties of this position include the following:

- Compile fiscal and budgetary data and conduct fiscal research for the Joint Committee on Appropriations, other legislative committees, and individual legislators;
- Study performance impact and outcomes of state programs through a variety of methods;
- Write reports, memos, and papers that present findings;
- Deliver formal presentations to legislative committees;
- Develop active, positive relationships with personnel in the agencies to which you are assigned; and
- Draft legislation and analyze proposed legislation for potential fiscal impacts on state government.

Knowledge, Skills and Abilities / Competencies: An ideal candidate will possess the following:

- Strong quantitative and analytical skills. The analyst should be proficient in most of the following: statistics, economics, public finance, public policy evaluation, performance auditing, or policy analysis;
- An eagerness to expand your knowledge base into a variety of subject areas including taxation, human services, corrections, court issues, economic development, environmental issues, education, state and local government, public safety, transportation, and labor issues;
- 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;
- 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;
- Willingness and ability to work extra hours when necessary, especially during legislative sessions (employees earn compensation time for extra hours worked);
- 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 occasionally at state expense.

Minimum Education and Experience Requirements: Bachelor’s or master’s degree in public or business administration, public policy, finance, economics, operations research, or related field.

Salary Range: Senior Fiscal & Program Analyst starting salary will range from $57,736 to $86,604, with a market goal of $72,170; Program Fiscal & Program Analyst starting salary will range from $51,963 to $77,944, with a market goal of $64,953. Actual starting salary will depend on qualifications and experience.

Application Process: This position will remain open until Friday, December 6, 2019. 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