

Employment Opportunity:

Legislative Fiscal & Program Analyst or Senior Fiscal & Program Analyst

South Dakota Legislative Research Council, Pierre, South Dakota

Are you looking for a rewarding and meaningful career working in public policy? Do you enjoy performing quantitative and qualitative analysis? Do you possess strong written and verbal communications skills? If you answered yes to these questions, then we want you as a member of our team.

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

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 in any potential in-person interview;
- 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 \$56,328 to \$84,492, with a market goal of \$70,410; Program Fiscal & Program Analyst starting salary will range from \$50,695 to \$76,043, with a market goal of \$63,369. Actual starting salary will depend on qualifications and experience.

Application Process: This position will remain open until Friday, March 22, 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

