Legislative Services Agency
Serving the Iowa Legislature
State Capitol, 1007 E. Grand Avenue, Des Moines, Iowa 50319, 515.281.3566

November 2, 2026

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Fiscal Legislative Analyst. Applicants should submit a resume and cover letter to the Director, Legislative Services Agency, State Capitol, Des Moines, Iowa 50319, online at https://www.legis.iowa.gov/careers. The Legislative Services Agency is an equal opportunity employer. Applications must be received by November 30, 2026.

The LSA is a nonpartisan, central staff agency of around 100 employees serving members and committees of the Iowa General Assembly. The LSA's workforce spans three divisions and multiple offices where individuals contribute their unique expertise and talents to advance a shared mission of serving the Iowa General Assembly in a nonpartisan manner.

The LSA offers meaningful work with great benefits. Our employees participate in the Iowa Public Employees' Retirement System (IPERS) pension plan, the LSA is a qualifying employer for the Public Service Loan Forgiveness program (PSLF), and low-cost, high-quality health and dental insurance is offered.

Fiscal Legislative Analyst

The position provides non-partisan budget and policy analysis for the Iowa General Assembly, including data analysis and forecasting, policy analysis, and cost estimates. The position staffs an appropriations budget subcommittee and other committees as required. Excellent analytical, writing, and verbal communication skills are required. The position requires proficiency in the usage of data analysis software and Microsoft Excel. Overtime work during the Legislative Session, including some nights and weekends, is required with partial compensatory time provided. Ability to handle heavy workload under short deadlines and to prioritize workload is essential. A master's degree in Economics, Public Policy Analysis, Public Administration, or Business Administration; a degree in law or accounting; or a degree in a related field is preferred. Partisan political activity and legislative issue advocacy are prohibited. Beginning annual salary $57,158.

Fiscal Legislative Analyst. Salary Rate - Grade 27

Qualifications, Skills, and Ability:

• Graduate of a college or university with a bachelor of arts or science degree in business administration, political science, economics, public administration, or a related field.
Master's degree is preferred. Education or experience in fiscal and policy analysis and knowledge of state government and the legislative process are also preferred.
• Effective oral and written communication skills.
• Strong analytical and research abilities.
• Ability to work well with other persons, both individually and in a team environment (group projects).
• Ability to develop and maintain positive and productive relationships with legislators and both partisan and nonpartisan staff.
• Proficient in use of word processing, spreadsheet, and presentation programs.
• Ability to learn and apply new technical knowledge as required.
• Ability to work in a nonpartisan manner in a partisan environment and provide objective information regardless of the issue or personal opinions.
• Ability to maintain composure and work efficiently to manage multiple priorities and meet deadlines with minimal supervision and within severe time constraints.
• Ability to manage time and prioritize work effectively with minimal supervision.
• Ability to maintain focused concentration on complex tasks for an extended period of time.
• Willingness to volunteer for projects.
• Willingness to further professional development skills.

Duties:

• Analyze legislation and prepare fiscal notes (estimates of cost and revenues generated as a result of the legislation).
• Research and prepare written documents on topics of interest to state legislators and legislative staff.
• Conduct budget analysis, monitor state agency and institution budgets, and prepare related reports.
• Provide staff services for committees, including direct planning and facilitation for the assigned appropriations subcommittee and attend and monitor standing committees in assigned subject areas.
• Keep Division Director informed about activities and developments within assigned subcommittee and policy areas.
• Make oral presentations and respond to questions regarding state budget and fiscal matters.
• Establish and maintain awareness regarding statutory provisions and department rules in the assigned subcommittee area.
• Establish and maintain awareness of private and federal funds relating to the assigned subcommittee area.
• Attend and monitor meetings of assigned boards and commissions.
• Other duties as directed by management or supervisory staff.
• Meet with department directors, program managers, and agency budget personnel to determine budgetary needs as they relate to program operations and objectives.
• Evaluate agency performance to ensure effective operation and optimal compliance with legislative intent.
• Duties are accomplished with direct guidance from an experienced Fiscal Legislative Analyst (1, 2, 3, or Senior), the Division Administrator, or the Division Director.
• Overtime is required, both to accomplish the required workload in a timely manner and to be available as needed by the legislators and legislative committees, with partial compensatory time provided.