



September 6, 2016

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 Fiscal Services Division Director, Legislative Services Agency, online at:

<https://www.legis.iowa.gov/careers>

The Legislative Services Agency is an equal opportunity employer. Priority consideration will be given to applications received by September 13, 2016.

FISCAL LEGISLATIVE ANALYST

The position provides non-partisan budget and policy analysis for the Iowa Legislature, 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. A degree in business or accounting or a master's degree in Economics, Public Policy Analysis, Public Administration, Business Administration, or a related field is preferred. Experience gathering data, creating metadata, developing and maintaining databases, and using ArcGIS and other data visualization applications is desired, but not required. Beginning annual salary is \$44,304. Partisan political activity is prohibited.

Legislative Services Agency Fiscal Services Division

Job Description

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 and/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 subcommittee members (legislators) and both partisan and nonpartisan staff in assigned budget and policy areas.
- 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.
- Must be available to work more than 40 hours per week during the legislative session (typically January through late April or early May).
- Willingness to volunteer for projects.
- Willingness to further professional development skills.
- Employees in this position must possess the ability to be cross-trained and to

perform related duties included in the Fiscal Legislative Analyst job series.

Duties (list is not all-inclusive):

- Analyze legislation and prepare fiscal notes (estimates of cost and/or 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 Administrator and 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 boards and commission related to assigned budget and policy areas.
- 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) and/or Division Administrator.
- Overtime is required both to accomplish the required workload and to be available as needed by the legislators and legislative committees, with partial compensatory

time provided.