

Job Announcement - 23811

Job #10389 - LEGIS FISCAL ANALYST II

Overview

Working Title	LEGIS FISCAL ANALYST II
Recruitment Status	Open
Salary Range	\$21.06 to \$32.52
Agency	Leg Fiscal Analyst
Application Period	06/07/2011 - 06/15/2011
Location	SLC: W310 State Capitol Complex Salt Lake City, UT 84114-5310
Position Availability	Public
Number of Openings	1

Part/Full Time

Full Time

Job Characteristics

Fiscal Analysts advise the Legislature on the state budget and fiscal impacts of proposed legislation. This staff member is assigned to a subcommittee or subcommittees of the Joint Appropriations Committee. This person should be or become knowledgeable in the areas under the jurisdiction of the subcommittee and is responsible to the subcommittee's members and its chairs. This person furnishes the subcommittee with all pertinent records, budget analyses, and other information that the Office has gathered and will assist in obtaining additional information if asked by the subcommittee. The staff person will also provide objective conclusions when asked by the subcommittee. Employees of the Legislative Fiscal Analyst are exempted by law from provisions of the competitive career service.

Major Duties / Tasks

- Prepares analysis of and recommendations on state government budgets for presentation to the Joint Appropriations Committee and its subcommittees;
- Responds to inquiries and requests made by individual legislators, committees, or subcommittees; legislative staff, and/or agencies;
- Prepares fiscal analysis of proposed legislation as assigned by the fiscal note coordinator;
- Keeps the appropriations subcommittee co-chairs current on all related issues both during the session and during the interim;
- Conducts organizational and management improvement studies as assigned by the Fiscal Analyst.

Qualifications

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- Demonstrate a heightened understanding of state government including the functions of individual agencies, departments, and institutions and the relationships between the legislative, judicial, and executive branches of government;
- Apply quantitative analysis skills to review data and draw conclusions, and/or make recommendations based on the data;
- Think critically to analyze issues and identify alternate courses of action, then follow through;
- Exercise initiative, discretion, and judgment in making decisions;
- Use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions;
- Exhibit facility with laws, legal codes, precedents, government regulations, executive orders, the democratic

- political process, and legislative history;
- Follow written and/or oral instructions;
- Communicate fluently in English;
- Communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing;
- Deal with people in a manner which shows sensitivity, tact, and professionalism.

Other Information

Additional Preference	Preference will be given for candidates holding a Masters Degree in Public or Business Administration, Public Policy, Political Science, Economics, Accounting, or equivalent in academic or practical experience. Qualifying experience will depend upon difficulty of committee assignment, levels of analysis required, and salary approved. Preference will be given for experience in or knowledge of the state budget process.
Physical Requirements	Sedentary - Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.
Working Conditions	Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
Highly Sensitive	[None]
FLSA Exempt	Yes
Probationary Period	No Probation
Miscellaneous	
Contact	Greta Rodebush (801) 538-1034 grodebush@utah.gov

Benefits

This position is eligible for full benefits including medical, dental, life insurance, long term disability insurance, 1.5% employer contribution to 401(k), annual leave, sick leave, holiday pay, and a pension (4 year vesting). In addition, employees may choose to enroll in voluntary benefits such as vision insurance, additional life insurance, accidental death and dismemberment insurance (AD&D), long term care, Hyatt Legal, discounted home and auto insurance, and membership to the Access discount program. The State requires employees to receive their pay through Direct Deposit or [EPPICard](#).

Additional Benefits Information

For more complete information on all the benefits that may be offered to state employees, go to <http://www.dhrm.utah.gov> and click on the Benefits link.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.