



STATE OF UTAH
invites applications for the position of:

PUBLIC FINANCE SPECIALIST

SALARY: \$22.20 - \$34.90 Hourly

OPENING DATE: 05/05/14

CLOSING DATE: 05/27/14 11:59 PM

NUMBER OF OPENINGS: 1

BENEFITS:

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit or a payroll debit card account. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

PHYSICAL ADDRESS:

W 310 State Capitol Complex Salt Lake City, UT 84114

RECRUITER NAME:

Greta Rodebush

RECRUITER TELEPHONE NUMBER:

801-538-1034

RECRUITER EMAIL ADDRESS:

grodebush@le.utah.gov

SCHEDULE CODE:

AN - Employees of the Legislature

JOB DESCRIPTION:

The fiscal analyst title is exempted by law from provisions of competitive career service. Fiscal analysts advise the Legislature on the State budget and fiscal impacts that would occur on proposed legislation. A fiscal analyst is assigned to a subcommittee of the Joint Appropriations Committee. This staff member should become knowledgeable in the areas under the jurisdiction of the subcommittee and is directly responsible to the subcommittee chairs. The analyst 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 analyst will also offer their professional opinion when asked by the subcommittee. Incumbents in this position perform at a working-level, assigned to the more complex assignments.

Additional Preference: Preference will be given for candidates holding a Master's Degree in Public or Business Administration, Public Policy, Political Science, Finance, 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 public finance, bonding, other debt issuance, and debt service.

PLEASE SEND ALL RESUMES AND ANY QUESTIONS TO:

GRETA RODEBUSH @
GRODEBUSH@LE.UTAH.GOV

EXAMPLE OF DUTIES:

- Prepares budget analysis and recommendations for programs within the Joint Appropriation Committee's organizational structure.
- Responds to inquiries and requests made by individual legislators, committees, or subcommittees.
- Prepares fiscal analysis of proposed legislation as assigned by the fiscal note manager.
- Conducts organizational and management improvement studies as assigned by the Legislative Fiscal Analyst.
- Keeps the appropriations subcommittee co-chairs current on all related issues both during the session and during the interim.

TYPICAL QUALIFICATIONS:

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

- Exercise objectivity, accuracy, and relevance in making recommendations or providing information
- Use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions
- Follow written and/or oral instructions
- Communicate fluently in English
- Communicate information and ideas in writing clearly and concisely; read and understand information presented in writing
- Think critically to analyze issues and identify alternate courses of action, then follow through with those actions
- Deal with people in a manner which shows sensitivity, tact, and professionalism
- 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
- Exhibit facility with laws, legal codes, precedents, government regulations, executive orders, the democratic political process, and legislative history

SUPPLEMENTAL INFORMATION:

- 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.
- 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.

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://statejobs.utah.gov>

Position #01088
PUBLIC FINANCE SPECIALIST
KH

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025

statejobs@utah.gov
