STATE OF UTAH
invites applications for the position of:
FINANCIAL ANALYST, Job #

PHYSICAL ADDRESS: Utah State Legislature
                           Office of the Legislative Fiscal Analyst
                           W310 House of Representatives Building
                           Salt Lake City, UT 84114

OPENING DATE: June 3, 2022

CLOSING DATE: Wednesday, July 6, 2022, 5 p.m. Applications may be considered on a rolling
basis.

JOB DESCRIPTION:

The Office of the Legislative Fiscal Analyst, a nonpartisan office serving the Utah Legislature, is seeking a full-time Financial Analyst. Candidates in this position perform at an entry-level, in less complex assignments. They will have opportunity for advancement as experience and skill level increase.
Financial Analysts help elected officials ensure the long-term viability of state finances, balance the state budget, and improve efficiency and effectiveness of state programs. They do so by investigating and becoming familiar with state operations and services; identifying and recommending funding reductions or program eliminations; formulating, reviewing, and recommending requests for additional funding; organizing and presenting information to appropriations subcommittees; drafting appropriations bills; writing and presenting reports and papers on management, finance, or process improvement; and determining costs or savings for each bill introduced in the Legislature. The successful candidate for this position will be assigned to one or more of the Legislature's eight issue-oriented appropriations subcommittees and must be or become knowledgeable of the subject matter within the subcommittee's jurisdiction. The successful candidate will report directly to the appointed Legislative Fiscal Analyst but must also be responsive to subcommittee chairpersons.

EXAMPLE OF DUTIES:

- Finds, reviews, analyzes, and summarizes financial, performance, and demographic data; interprets results; reports findings; and makes recommendations based on the data;
- Builds relationships with legislators and state agency personnel;
- Plans, organizes, documents, and participates in public meetings;
- Prepares analysis of and recommendations on state government budgets and presents them to the Joint Appropriations Committee and its subcommittees;
- Responds to inquiries and research requests related to state finances or budgets made by legislators, committees, subcommittees, legislative staff, and/or agencies;

- Prepares fiscal analysis of proposed legislation;
- Conducts organizational and management improvement studies.

MINIMUM QUALIFICATIONS:

- Master's degree in Business, Public Policy, Political Science, Finance, Accounting, Economics, or other closely related field; alternately, a Bachelor's degree in one of these fields plus at least 2 years' closely related professional (non-intern) work experience.
- Knowledge of and facility with typical office software products, especially Microsoft Excel.

IDEAL CANDIDATES:

- Use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions;
- Think critically to analyze issues and identify alternative courses of action, then follow through with those actions;
- Exercise initiative, discretion, and judgment in making decisions;
- Exhibit facility with laws, legal codes, precedents, government relations, executive orders, the democratic political process, and legislative history;
- Possess knowledge of principals, theories and practices of budget management;
- Follow written and/or oral instructions;
- Communicate fluently in English using strong writing and public speaking skills.

ADDITIONAL PREFERENCE MAY BE GIVEN FOR:

- Experience in or knowledge of public education, higher education, information technology, or administrative service functions;
- Understanding of state government including the functions of individual agencies, departments, and institutions, and the relationship between the legislative, judicial, and executive branches of government;
- Knowledge of and facility with quantitative research methods and tools like SAS, SPSS, R, and Stata.

SALARY: The salary range for this position is $30 to $45 plus comprehensive medical, dental, leave, and retirement benefits. The selected candidate's actual starting salary will be commensurate with their education and professional experience.

APPLICATION INSTRUCTIONS: Submit a cover letter and resume via email no later than 5 p.m. on Wednesday, July 6, 2022 to hr@le.utah.gov.