



Legislative Operations Analyst

June 2024 | Office of the Legislative Fiscal Analyst

State of Utah Invites Applications for the position of **Legislative Operations Analyst, Job # 41752**

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

RE-OPENING DATE: Monday, June 10, 2024

CLOSING DATE: Sunday, June 23, 2024, 6 p.m. MDT

JOB DESCRIPTION:

This job is unique to the Office of the Legislative Fiscal Analyst (LFA). Utah's Legislative Fiscal Analyst and their staff affect good government through objective, accurate, and relevant budget advice. An Operations Analyst helps the Legislative Fiscal Analyst execute the office responsibilities outlined in UCA 63J-1-903, UCA 63J-1-904, and JR 1-4-6 regarding performance measurement and efficiency improvement.

An Operations Analyst collaborates with other LFA staff, the Office of the Legislator Auditor General, and the Governor's Office of Planning and Budget to implement high quality performance measurement of state government activities, publicly report those measures, and undertake initiatives that improve the efficiency of state government processes. They work with the Performance Initiatives Manager, as part of the Performance Initiatives team, to plan, develop, execute, and manage projects that enhance accountability, transparency, productivity, and effectiveness in state government to support the Legislature's constitutional oversight role. They support the budget work of the Office through projects assigned by the Legislative Fiscal Analyst, which may include interpreting statute and proposed bills and estimating the fiscal impacts of proposed legislation.

This position is directly responsible for the thorough and timely execution of one or more office products or reports. This is an entry- to mid-level professional job with less complex assignments. It is not a career service position; incumbents serve at the will and pleasure of the Legislative Fiscal Analyst.

EXAMPLE OF DUTIES:

- Identify government processes for efficiency improvement evaluations.
- Evaluate government processes and make recommendations to state agencies for improvement.
- Provide resources and training to state agencies to improve government processes.
- Analyze data to understand where efficiencies may be made and use data visualization to tell a story.
- Recommend policy and law changes to legislators that remove impediments to improvement.
- Consult with LFA and Governor's Office financial analysts to improve performance metrics of state agency functions; consider improvements to displaying and disseminating performance metric information.
- Write reports and other publications for state agencies, legislators, and public audiences.
- Make presentations in public and other meetings; communicate with legislators and agency

leaders regularly.

- Offer their professional opinion when asked by a legislator, the Performance Initiatives Manager, or the Legislative Fiscal Analyst
- Work collaboratively and effectively with members of the Performance Initiatives team, LFA, legislators, other legislative staff offices, the Governor's Office, and state agencies.
- Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in a relevant field required.
- Knowledge of and facility with typical office software products, especially Microsoft Word and Excel.
- **Must be non-partisan.**

IDEAL CANDIDATES:

- Knowledge of Utah state government.
- Specialized knowledge of business management methodologies, such as Lean or Six Sigma.
- Specialized knowledge of performance measurement methodologies, such as Results-Based Accountability.
- Experience in project management.
- Skilled in systems thinking.
- Communicate fluently in English using strong writing and public speaking skills.

Additional Preference May Be Given For:

- Master's degree in business administration, public administration, public policy, or closely related area preferred.
- 3-5 years of directly relevant professional experience preferred.

SALARY RANGE:

The starting salary for this role is \$38.38 and \$53.41 per hour in addition to a comprehensive benefits package (medical/dental/paid leave/retirement). The selected candidate's actual starting salary will be dependent upon qualifications and experience.

APPLICATION INSTRUCTIONS: Send a current resume and letter of interest by the closing date/time to hr@le.utah.gov.

SUPPLEMENTAL INFORMATION:

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to 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, contact Jennifer Fife at jfife@le.utah.gov.

Veteran's Preference (Utah Code Ann. 71-10-1, et. Seq.) An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter form the VA stating the disability percentage granted must also be attached.