



UTAH STATE LEGISLATURE

STATE CAPITOL • SALT LAKE CITY, UTAH 84114

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STATE OF UTAH

invites applications for the position of:

LEGISLATIVE STAFF TECHNOLOGIST, JOB #30133

PHYSICAL ADDRESS: Utah Legislature
Office of Legislative Services
W000 House Building State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Wednesday, December 1, 2021

CLOSING DATE: Until filled

Job Description:

This job is unique to the Office of the Legislative Fiscal Analyst. Utah's Legislative Fiscal Analyst and their office affect good government through objective, accurate, and relevant budget advice. A Staff Technologist reports to the Lead Technologist and supports other office staff in pursuit of this mission. A Staff Technologist has an interest in policymaking, budgeting, and governance. They acquire knowledge of office products and processes as well as the data and technology underpinning these products and processes. They have an affinity for and basic understanding of information technology and database design. A Staff Technologist operates, documents, and maintains tools managed by the Lead Technologist. A Staff Technologist may also assist the Lead Technologist in creating new data and technology solutions that improve office products. This is an entry- to mid-level position that performs moderately complex tasks.

Job Duties:

- Learning and knowing office products and processes.
- Understanding and documenting office data structures and technology solutions.
- Keeping current on technology and gaining new tech-related skills.
- Operating and maintaining existing data and technology systems.
- Generating budget-related products and materials.
- Working with the Lead Technologist to create new technology tools, as necessary.
- Collaborating with finance, operations, and information technology specialists.

- Executing routines that create or update office outputs; documenting actions necessary to replicate those routines.
- Creating custom data queries, pivots, and reports.
- Generating and manipulating budget products.
- Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year
- **Must be non-partisan**

Requirements:

- Bachelor's degree, relevant professional certification, or related experience in finance, economics, public policy, public administration, political science, data science, data analytics, information technology or other relevant field.
- Familiarity with MS Access, Excel and Word, or similar office software suites.
- Familiarity with and affinity for coding, database admin, data querying and data reporting.
- Strong writing and communication skills.
- Ability to analyze business and software requirements, recommend workflow adjustments and identify opportunities for business improvements is extremely helpful.
- Ability to participate in project implementations.

Salary Range: \$25.75 to \$39.00 per hour plus comprehensive medical, dental, leave and retirement benefits.

Application Instructions:

Submit a cover letter and resume to hr@le.utah.gov. Incomplete applications will not be considered.

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 Rebecca Smyrniotopoulos at rsmyrn@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.