



STATE OF OREGON
invites applications for the position of:
Leg-Senior Fiscal Analyst

JOB CODE: LELG0005

OPENING DATE/TIME: 04/09/10 12:00 AM

CLOSING DATE/TIME: 05/10/10 05:00 PM

SALARY: \$6,067.00 - \$9,387.00 Monthly

JOB TYPE: Permanent

LOCATION: Salem, Oregon

AGENCY: Legislative Fiscal

DESCRIPTION:

The Legislative Fiscal Office assists the Legislative Assembly perform one of its most important functions - enacting state government's budget. The Fiscal Office analyzes and makes recommendations on state expenditures and financial affairs, analyzes the Governor's budget, and reviews the organization and functions of state agencies.

The Senior Legislative Analyst works with other staff of the Legislative Fiscal Office in providing non-partisan staff support to the Joint Ways and Means Committee, State Emergency Board, Joint Legislative Audit Committee, and the Joint Committee on Information Management and Technology.

The Senior Fiscal Analyst provides consultative and analytical work in all functional areas of fiscal policy, programs, and the development of legislatively approved budgets for the Legislative Assembly (ninety elected officials), legislative leadership and caucus staff, the Governor, and state agencies. They recommend policy direction, operational strategies, and fiscal actions. The primary purpose of this class is to provide recommendations on statewide fiscal policy and budget development. They also identify, conceptualize, and recommend needed legislation, rules, policies, and standards for state agencies that guide statewide policy direction and legislation. They manage more difficult or complex projects or direct various activities within their assignment areas and must possess management knowledge and executive ability within a legislative environment. The Senior Fiscal Analyst implements policies, procedures, and program priorities consistent with policy established by higher-level officials.

Although this position has duties that overlap with other analyst classifications, the primary emphasis of this position is on budget analysis.

This position is located within the legislative branch of government and requires the willingness to maintain a non-partisan and impartial manner while working in a political environment.

DUTIES & RESPONSIBILITIES:

The Senior Fiscal Analyst provides independent, non-partisan professional fiscal and budgetary analysis and recommendations to the Legislative Assembly and committees staffed by the Legislative Fiscal Office and consults with agency administrators, managers, and program staff regarding policies, missions, legislation, and budgets to address statewide budget issues. Monitors the budget planning process for multiple agencies and programs and reviews agency budget decision packages, reduction options, workload measures, and program narratives.

- Analyzes budgets, programs, legislation, and policy decisions for their financial impact on state and local governments.
- Gathers and analyzes financial, statistical, and other technical or program information.
- Translates statistical and program information into policy choices and recommendations for changes in public policies, resource allocations, or the operation of state agencies.
- Conducts program evaluations to assist the legislature with policy decisions associated with allocating resources and organizing and staffing all agencies of state government.
- Writes and presents reports to the Legislative Assembly and its various committees.
- Prepares and/or reviews fiscal impact statements.

QUALIFICATIONS & DESIRED ATTRIBUTES:

MINIMUM QUALIFICATIONS

An advanced degree in a field of study that uses quantitative methods to analyze public policies and their administration, and

Experience analyzing and evaluating public budgets and programs, or

A satisfactory combination of education and experience sufficient to demonstrate the desired attributes listed in the experience section of this recruitment notice.

The experience must include:

- Work with public budgets and programs, quantitative methods, research techniques, legislative processes and procedures, and report writing;
- Operate a personal computer to retrieve, edit, and manipulate data; interpret budgets, laws, rules or regulations, technical data, and reports; and write clear and concise narrative statistical reports which include tabular and graphic presentations;
- Independently plan and implement research projects, evaluate qualitative and quantitative data, work effectively in a legislative environment, and orally communicate technical information effectively.

DESIRABLE ATTRIBUTES

Experience in identifying and gathering appropriate data from public and commercial sources for use in policy formulation and program evaluation.

Skill in statistical analysis and research design/methodologies.

Knowledge of the Oregon Legislature.

Demonstrated capacity to work as part of a team.

ADDITIONAL INFORMATION:

TO APPLY: follow the "Apply" link above and complete the Oregon Employment Application online. All application materials must be received by the closing date/time posted on this announcement.

This announcement has supplemental information required for submission. Please see the SUPPLEMENTAL QUESTIONS section of this announcement. **In addition, please attach your resume or paste it in the text resume section of the application.**

If you require an alternate format in order to complete the employment process, you may call Employee Services at (503) 986-1373. Please be prepared to leave a message describing the alternate format needed.

Only complete applications will be considered. Be sure to answer all supplemental questions and attach all required documents. Responses to the supplemental questions will determine if you meet the minimum qualifications, any special qualifications and/or desired attributes for the position. Qualified applicants whose responses most closely match the requirements for this position will be invited to interview. Transcripts must be submitted to receive credit for education coursework at the time of application.

WORKING CONDITIONS

The Senior Legislative Analyst works in a non-partisan staff office. This position works in the State of Oregon Capitol in Salem, Oregon.

Equal Opportunity / Affirmative Action Employer

Women, Minorities and Persons with Disabilities Are Encouraged to Apply

ADA Accommodations Will Be Provided Upon Request

LELG0005

VISIT OUR AGENCY WEBSITE AT:

www.leg.state.or.us

Job #LELG0005

LEG-SENIOR FISCAL ANALYST

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OUR OFFICE IS LOCATED AT:

900 Court St NE Room 140-B

Salem, OR 97301

503-986-1373

Leg-Senior Fiscal Analyst Supplemental Questionnaire

* 1. Please describe how you meet the minimum qualifications.