

Employment Opportunity:

Legislative Fiscal & Program Analyst

South Dakota Legislative Research Council, Pierre, South Dakota

The SD Legislative Research Council, the nonpartisan research and support staff to the South Dakota Legislature, is accepting applications for a permanent, full-time **Fiscal & Program Analyst**. If you have an interest in the democratic process, are articulate, analytical, and possess strong writing skills, then we want you as a member of our team.

Duties and Responsibilities: As a fiscal & program analyst, you will have the opportunity to assist legislators by providing accurate, objective, and relevant budget and program information. The significant duties include, but are not limited to, the following:

- 1) Compile fiscal and budgetary data and conduct fiscal-oriented research for the Committees on Appropriations, other legislative committees, and individual legislators;
- 2) Develop active, positive relationships with personnel in the agencies to which you are assigned;
- 3) Analyze programs administered by state agencies through the use of statistical analysis;
- 4) Analyze proposed legislation for potential fiscal impacts to state government;
- 5) Evaluate the efficiency and effectiveness of state programs as part of a team;
- 6) Develop surveys, questionnaires, and other data gathering instruments for evaluations;
- 7) Write clear, comprehensive program evaluations and fiscal reports with conclusions and recommendations that are useful for legislators;
- 8) Make formal presentations to legislative committees; and
- 9) Maintain confidentiality.

Minimum Qualifications: The successful candidate must possess the following:

- 1) A bachelor's degree with preference given to fields such as accounting, public policy, economics, public or business administration, or a master's degree in a related field;
- 2) Strong quantitative and analytical skills. The analyst should be proficient in statistics, economics, public finance, public policy, accounting, auditing, or program analysis;
- 3) A willingness to expand your knowledge base into various subject areas including taxation, human services, corrections, court matters, economic development, environmental matters, education, state and local government, public safety, transportation, and labor;
- 4) The ability to communicate, both orally and in writing, in a manner which can clearly and efficiently convey information to legislators and the public;
- 5) Proficiency in word processing and spreadsheet development, and the ability to work in database applications; and
- 6) The ability to work under tight deadlines and extended hours during the legislative session.

Salary Range: The Fiscal & Program Analyst salary ranges from \$47,679 to \$73,018, with a market rate target of \$60,849.

Application Process: Applications must be received by Monday, November 27. Applications (consisting of a letter of interest and resume) should be submitted via hard copy or e-mail to:

Jason Hancock, Director

South Dakota Legislative Research Council, 500 East Capitol Avenue, Pierre, SD 57501

E-Mail: Legis.Resume@sdlegislature.gov | Phone: 605-773-3251

