The Washington State House of Representatives’ Office of Program Research (OPR) provides nonpartisan legal, policy, and fiscal services for House committees and members.

We are currently seeking candidates for a **BUDGET FELLOWSHIP**. The candidate selected for this position will receive specialized training in budget development and analysis, as well as legislative research and drafting. The candidate will serve as a Fiscal Analyst with the [House Appropriations Committee](https://www.wa.gov/house/appropriations-committee).

This position is nonpartisan and exempt from civil service. This is a full-time, temporary position lasting until June 30, 2021.

Previous Budget Fellows have gone on to fiscal analyst (or related) positions in OPR, the Office of Financial Management, and the Office of the State Auditor.

**ABOUT THE POSITION**

The duties of the Budget Fellow and other Fiscal Analysts include:

- Developing and evaluating options to assist House members in meeting their goals.
- Conducting fiscal and policy analysis.
- Reviewing and analyzing agency budget requests and the Governor’s budget proposal.
- Conducting research, drafting bills, and presenting oral and written staff reports.

Candidates must be either a 2019 or a 2020 graduate of a Masters or Ph.D. program in economics, business, public administration, or allied field, or a graduate student who is available for full-time work on and after July 1, 2020, and expects to graduate before January 1, 2021.
Desirable qualifications include:

- A substantial interest in a career in public service.
- An interest in budget analysis and development.
- A demonstrated ability to use Excel and other analytic tools.
- An ability to perform high quality, objective research and analysis with high levels of self-direction.
- Excellent analytical, writing, oral presentation, and organizational skills.
- A proactive, creative, flexible, and service-oriented approach to work.
- A demonstrated ability to deal effectively with the fast-paced, high pressure legislative environment.
- A willingness to work the long, irregular hours that are common during a legislative session.

ABOUT THE OFFICE

Our work involves diverse, challenging, and cutting-edge issues. Our team consists of intellectually curious, creative, collaborative, and dedicated professionals. We share a commitment to public service, teamwork, and excellence.

Our workplace is on the beautiful Capitol Campus in Olympia. The 486-acre campus includes the Legislative Building and other historic structures, as well as popular parks and trails with views of Capitol Lake, Budd Inlet, and the Olympic Mountains.

Olympia itself is a vibrant community with numerous opportunities for outdoor recreation and the visual and performing arts, plus highly regarded public schools, a community college, and two universities. Nearby attractions include mountains for hiking and skiing, coastlines for beachcombing, and Seattle and Portland.

SALARY AND BENEFITS

The salary is approximately $5,691 per month. Benefits include: vacation, sick, and military leave; paid state holidays; health, life, long-term disability, and other optional insurance; social security; and retirement and deferred compensation programs.

HOW TO APPLY

Please complete an online application and upload a letter of interest, resume, unofficial graduate school transcript, and writing sample of 2-5 pages. The online application is available here. The writing sample should demonstrate your research skills and your data or fiscal analysis skills. The application deadline is May 8, 2020.

THE HOUSE OF REPRESENTATIVES IS AN EQUAL OPPORTUNITY EMPLOYER

The House of Representatives is committed to maintaining a work environment where all people are treated, and expected to treat others, with dignity and respect. Persons requiring reasonable accommodation may call 360-786-7101 or TTY: 1-800-833-6388.

All qualified applicants are encouraged to apply.