



## WASHINGTON STATE SENATE COMMITTEE SERVICES JOB ANNOUNCEMENT

### *Fiscal Analyst* *Senate Ways and Means Committee*

The Washington State Senate office of Senate Committee Services is currently recruiting to fill a Fiscal Analyst position with the Senate Ways and Means Committee. Although, other budget issue areas may be included, the specific budget assignments will focus on higher education. This is a full-time, nonpartisan position, exempt from civil service.

For more information on Senate Committee Services, please visit our website at:  
<http://www.leg.wa.gov/SENATE/COMMITTEES/Pages/default.aspx>

### **DUTIES AND RESPONSIBILITIES**

Senate Committee Services provides nonpartisan staff support to the members and committees of the Senate in Olympia. Duties include:

- Reviewing and evaluating operating and capital budget requests submitted by state agencies and the Governor.
- Analyzing legislation with fiscal impact and following the progress of bills through the legislative process.
- Drafting bills, amendments, and other legislative documents.
- Developing and evaluating policy alternatives to assist Senators in meeting their goals.
- Presenting legislation and other budgetary matters to the Committee.
- Monitoring and evaluating budget implementation of individual agencies.
- Responding to inquiries on pertinent budget and fiscal issues.
- Developing appropriate professional relationships with state agency staff and interest groups.

### **DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS**

- Master's degree in public administration, business administration, political science, economics, or closely related field.
- Experience with or knowledge of public sector budgeting and procedures is desired but not required.

- Proven ability to perform high-quality, objective research and analysis in a position requiring high levels of self-direction.
- Knowledge of the legislative process.
- Excellent research and communication skills, including strong analytical skills, clear and concise writing skills, and effective oral presentation skills.
- Proficient skills in computer applications, including applications involving spreadsheets and databases, word processing software, presentation applications, and online research.
- Self-motivated, creative, flexible, and service-oriented approach to work.
- Willingness to work the long, irregular hours that are common during a legislative session.
- Capability to handle the complex, difficult situations that are common in the fast-paced, results-oriented, high-pressure legislature environment.

## **SALARY AND BENEFITS**

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and experience.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

## **APPLICATION PROCEDURE**

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications; (2) a current resume detailing experience and education; (3) a writing sample; and (4) at least three references with current telephone numbers.

Please send to:

Susan Howson, Director  
Senate Committee Services  
PO Box 40466  
Olympia, Washington 98504-0466

Applications should be submitted by 5:00 p.m. on September 17, 2014. Interviewing and selection will begin immediately and continue until the position is filled.

*Electronic applications: send to Cheri Randich at [Cheri.Randich@leg.wa.gov](mailto:Cheri.Randich@leg.wa.gov)  
Phone contact: Cheri Randich at (360) 786-7772*

*The Washington State Senate is an equal opportunity employer.*