



## WASHINGTON STATE SENATE EXEMPT RECRUITMENT ANNOUNCEMENT

### *Fiscal Analyst - Nonpartisan Senate Transportation Committee*

Senate Committee Services (SCS) is seeking candidates for a Fiscal Analyst position with the Senate Transportation Committee. The specific budget assignments include operating and capital programs within the Washington State Department of Transportation relative to the state highway system. For example, the portfolio includes highway construction projects, highway maintenance and preservation activities, toll operations, traffic operations, and other related activities. Individuals with experience in any of these areas are encouraged to apply. This is a full-time, nonpartisan position, exempt from civil service.

For more information on SCS, please visit our website at:

<http://www.leg.wa.gov/SENATE/COMMITTEES/Pages/default.aspx>

#### **DUTIES**

SCS provides nonpartisan staff support to the members and committees of the Washington State Senate in Olympia, Washington. Duties include:

- Reviewing and evaluating transportation-related 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 Senate Transportation 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.

#### **EDUCATION**

A master's degree in public administration, business administration, political science, economics, or allied field is desirable.

#### **QUALIFICATIONS**

Desirable qualifications include:

- Knowledge of the legislative process.
- Proven ability to perform high-quality, objective research and analysis in a position requiring high levels of self-direction.

- Experience with or knowledge of public sector budgeting and procedures is desired but not required.
- Excellent analytical, writing, problem solving, and oral communication skills.
- A 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.
- Proficiency in multiple computer applications, including applications involving spreadsheets and databases, word processing software, presentation applications, and online research.

## **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

Applicants are encouraged to submit materials as soon as possible as screening, interviewing, and selection will begin immediately. **Applications should be submitted no later than 5:00 p.m. on August 31, 2016.**

*Electronic applications may be sent to: Ariel Kennedy at [Ariel.Kennedy@leg.wa.gov](mailto:Ariel.Kennedy@leg.wa.gov)*

*Phone contact: Ariel Kennedy at (360) 786-7432.*

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