# JOB ANNOUNCEMENT

## *Senior Fiscal Analyst (Information Technology)*
## *Senate Ways & Means Committee*

Senate Committee Services (SCS) has a tremendous opportunity for an experienced professional with a diverse background in the IT industry. SCS is currently recruiting to fill a **Senior Fiscal Analyst** position with the Senate Ways and Means Committee. While other budget or policy issue areas may be included, the specific budget assignment will focus on information technology (IT). This is a full-time, nonpartisan position, exempt from civil service.

SCS is seeking a creative, dynamic, and experienced IT professional interested in working in the fast-paced legislative environment. This position offers a unique opportunity to review proposals relating to the state's IT systems and help senators reach their goals by providing high quality policy, fiscal, and technical analysis and options.

If you are an individual who has the desired combination of technical and non-technical skills, is open, candid and enjoys the process of working with large numbers of agencies and people in an authorizing environment, has the communication skills to articulate complex analysis and information to diverse audiences, and has the ability to build and maintain key relationships in a complex political environment, we are interested in talking to you.

For more information on Senate Committee Services, 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. Duties include:

- Reviewing and evaluating all IT-related operating budget requests submitted by state agencies and the Governor, including the priority ranking of IT projects established by the Office of the Chief Information Officer (OCIO) to support implementation of the state's strategic IT plan.
- Monitoring and evaluating budget implementation of individual agencies, including agency IT project development, project oversight, and processes.
- 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.
- Responding to inquiries on pertinent budget and fiscal issues.
- Developing appropriate professional relationships with state agency staff and interest groups.

**EDUCATION**

Master's degree in Information System Technology, Computer Science, Public Administration, Business Administration, or closely related field.

**QUALIFICATIONS**

Desirable qualifications include:

- Knowledge of the legislative process.
- High level technical understanding of information technology.
- Expertise in understanding the development and implementation of IT systems. ERP experience is highly desirable.
- Proven ability to perform high-quality, objective research and analysis in a position requiring high levels of self-direction.

**QUALIFICATIONS (continued)**

- 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**

Salary for this position is competitive with similar positions in the information technology sector. 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

This position is open continuous until filled, but applicants are encouraged to submit materials as soon as possible as screening, interviewing, and selection will begin immediately.

*Electronic applications: send to Ariel Kennedy at Ariel.Kennedy@leg.wa.gov*
*Phone contact: Ariel Kennedy at (360) 786-7432*
*The Washington State Senate is an equal opportunity employer.*