



WASHINGTON STATE SENATE COMMITTEE SERVICES JOB ANNOUNCEMENT

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

Senate Committee Services 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. 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 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.

DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- Master's degree in Information System Technology, Computer Science, Public Administration, Business Administration, or closely related field.
- High level technical understanding of information technology.

- Expertise in understanding the development and implementation of IT systems. ERP experience is highly desirable.
- 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

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 Wednesday, August 12, 2015.**

*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.