



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. While the specific budget assignments are to be determined, they may include medical assistance, low income health care, other human services, or other budget issue areas. 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:

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

Applications should be submitted by 5:00 p.m. on August 29, 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

Phone contact: Cheri Randich at (360) 786-7772

The Washington State Senate is an equal opportunity employer.