WASHINGTON STATE SENATE
EXEMPT RECRUITMENT ANNOUNCEMENT
Opens: March 25, 2016 ~ Closes: April 15, 2016

Fiscal Analyst (K-12 Education) - Nonpartisan
Senate Ways & Means Committee

Senate Committee Services (SCS) is seeking candidates for a 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 K-12 education. This is a pivotal time for K-12 fiscal policy in Washington State. The successful candidate will work on issues at the forefront of public education policy and will play an integral role in assisting senators in the analysis and development of the state's K-12 operating and capital budgets.

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 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.
- Responding to inquiries on pertinent budget and fiscal issues.
- Developing appropriate professional relationships with state agency staff and interest groups.

QUALIFICATIONS

Desirable qualifications include:

- Experience with or knowledge of public sector budgeting and procedures is desired but not required.
- Excellent analytical, quantitative, writing, problem solving, and oral communication skills.
- A creative, flexible, and service-oriented approach to work.
- 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 complex spreadsheets and databases for fiscal/budget modeling purposes, word processing software, presentation applications, and online research.
- Knowledge of K-12 finance and programs is desired but not required.
- Knowledge of the legislative process.
- Proven ability to perform high-quality, objective research and analysis in a position requiring high levels of self-direction.
- Willingness to work the long, irregular hours that are common during a legislative session.

EDUCATION

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

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 address your letter 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. Please submit application materials electronically 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.