



## Washington State Joint Legislative Audit and Review Committee (JLARC)

### Research Analyst Recruitment Announcement (Two Positions)

The Washington State Joint Legislative Audit and Review Committee (JLARC) is recruiting to fill two Research Analyst positions. One position will emphasize incorporating demographic analysis into our office's research studies, consistent with ESSB 5405. The other position is for a generalist who will analyze a wide variety of government programs. JLARC Research Analysts conduct research on a broad array of subject areas. They develop, lead, and conduct independent performance audits, program evaluations, sunset reviews, and other special studies of interest to legislators. Analysts are skilled at using advanced analytical methods and software applications.

JLARC values diversity and believes a workforce that includes people from multiple backgrounds, cultures, and attributes improves our work and makes it more representative of the values of our state's government and residents. Valuing diversity, equity, and inclusion means that as an agency, and as individuals, we strive to have a workplace that is respectful, safe and supportive of all employees.

#### Who are we?

JLARC works to make state government operations more effective, efficient, accountable, and equitable. The Committee is comprised of an equal number of House and Senate members, Democrats and Republicans.

JLARC pursues its mission by conducting performance audits, including analyzing racial equity in government programs. This is not about "counting beans"—we provide critical analysis and credible information to improve the management of government programs and help identify public policy solutions. Performance auditing involves assessing performance, evaluating results, and ensuring accountability.

Assignments to conduct studies are made by the Legislature and the Committee itself. Based on these assignments, JLARC's nonpartisan staff auditors, under the direction of the Legislative Auditor, independently seek answers to audit questions and issue recommendations to improve performance.

#### What does JLARC offer?

<b>Work that matters</b>	<p>Opportunity to work for the Legislature as nonpartisan staff and participate firsthand in the public policy process.</p> <ul style="list-style-type: none"><li>• JLARC staff collaborate to provide critical analysis and credible information to improve the management of government programs and help the Legislature identify public policy solutions.</li><li>• The Legislature assigns JLARC its studies, and the results have an impact: 94% of recommendations from the past four years have been adopted.</li></ul>
<b>Variety</b>	<p>JLARC does not focus on a single policy area, so staff get to learn about many different areas across state government, ranging from tax policy to mental health to transportation. Studies use a variety of professional disciplines and analytical techniques to find answers including demographics, statistics, performance measurement, organizational analysis, and budgeting and accounting practices.</p>

<b>Work / Life balance</b>	JLARC offers a rare opportunity to work in a legislative environment that is high profile but also even-paced. <ul style="list-style-type: none"><li>• Studies typically last between ten and eighteen months. These timelines allow us flexibility to manage our project schedules while sustaining a healthy home and family life.</li><li>• JLARC offers eligible employees the option to work remotely for as many as three days per week upon returning to the workplace</li></ul>
<b>National recognition</b>	JLARC's work has received national recognition from groups such as the National Conference of State Legislatures and the Pew Center for the States as illustrative of "the superior program evaluation work being provided to state legislatures."

### What does JLARC look for in an analyst?

- An appreciation for how objective, non-partisan analysis can assist with the policy making and oversight roles of a legislative body.
- An ability to think analytically and to present information creatively.
- Experience interpreting quantitative data and designing statistical models.
- Experience engaging stakeholders, conducting interviews, and other qualitative research methods.
- Strong communication skills in different media and in front of a variety of audiences.
- Ability to work independently and as a member of a team.
- Good judgment for how to work on sensitive issues with stakeholders that hold strong opinions.

### Qualifications

A bachelor's degree or higher in demography, public administration, economics, political or social sciences, or a related field applicable to analyzing government programs, is required.

Experience conducting demographic analysis is required for one of the positions.

Advanced degrees or a history of applied research experience is valued.

### Pay

Research Analysts work under the direction of the Legislative Auditor, Deputy Legislative Auditor, and Audit Coordinator. This position is exempt from civil service law and is non-partisan. Annual compensation reflects the marketplace, depends on qualifications, and includes a comprehensive benefits package. Research analysts at JLARC currently have a large range of experiences and backgrounds, and generally earn a monthly salary of between \$6,000 and \$11,000.

### Application Process

Before applying, review our website and our work at [www.jlarc.leg.wa.gov](http://www.jlarc.leg.wa.gov) to make certain this is the type of work that interests you.

**If you are interested and your qualifications fit, submit the following information:**

- 1) A letter of interest specifically addressing the qualifications mentioned in this announcement;
- 2) A current resume; and
- 3) A list of three professional references.

We will review your submission and determine if you will be interviewed. The interview will include questions, role playing, and a presentation. Application materials should be addressed to **Marilyn**

**Richter and sent to [careers.jlarc@leg.wa.gov](mailto:careers.jlarc@leg.wa.gov).** (This email address has been set up to accept applications only. If you need to contact us with questions or other matters, please contact us at [jlarc@leg.wa.gov](mailto:jlarc@leg.wa.gov) or (360) 786-5171.) Please specify in the email subject line either “**JLARC Demographer Analyst Recruitment**” or “**JLARC Generalist Analyst Recruitment**” depending on which position you are applying for. You will receive a confirmation email when we have received your application.

A voluntary and confidential demographic questionnaire may be completed at your discretion. This questionnaire is anonymous and used only for statistical purposes. It is not used for evaluating candidates. Instructions for completing the anonymous questionnaire will be provided separately to applicants.

### ***Application Schedule***

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We anticipate beginning to screen applications **September 2, 2021**. **Early application is encouraged.**

*The Joint Legislative Audit and Review Committee is an equal opportunity employer. We are committed to providing equal employment opportunities in a fair and impartial manner for all persons without regard to age, sex, gender identity, marital status, sexual orientation, race, creed, color, national origin, citizenship or immigration status, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. We encourage people of all backgrounds to apply, including those listed above and those with other diverse life experiences. Persons with disabilities needing assistance in the application process or those needing this announcement in an alternative format should call (360) 786-5188. You are welcome to include your preferred gender pronouns in your application so that we address you appropriately throughout the application process.*