

JOB ANNOUNCEMENT
Posting Date 10/11/17
Legislative Research Commission
LEGISLATIVE FISCAL ANALYST
OFFICE OF BUDGET REVIEW

The Legislative Research Commission is accepting applications for the position of **Legislative Fiscal Analyst**.

Job Duties: Under the supervision of the deputy director and/or the assistant director for budget review, the legislative fiscal analyst will undertake research of government organization, functions, and processes and intergovernmental relations as they relate to fiscal and budget activities of the commonwealth. The analyst will develop a detailed knowledge and expertise relating to programs and fiscal operations in assigned areas to gain understanding of pertinent issues, trends, and developments.

- Provide analysis as requested to legislators, analyze legislation within the assigned subject matter area, and interact with agency staff and Office of State Budget Director counterpart to gain practical knowledge of assignment
- Develop expertise in the functional structure of assigned agency or agencies
- Develop a detailed understanding of the fiscal structure of assigned agency or agencies
- Develop an expert understanding of the interaction between divisions of the agency and other agencies or branches of state government
- Analyze and prepare fiscal notes on proposed legislation
- Analyze biennial budget requests from agencies, and update legislators on important budgetary issues
- Review expenditures/revenues to determine future issues and needs
- Review appropriation and allotment modifications, and report appropriations increases to interim committees
- Use state accounting systems to review agency accounting and procurement information
- Staff subcommittee meetings of the assigned Budget Review (BR) Subcommittee or committees
- Provide expert assistance to BR Subcommittee chair and members, and provide information to legislators upon request
- Edit and approve minutes from BR Subcommittee meetings
- Assist legislators in understanding budgetary issues
- Prepare and review budget documents, and assist other staff members in doing so
- Take direct responsibility for accuracy of assigned portions of the budget bill
- Assist in the review of each budget bill in its entirety for accuracy and presentation
- Assist statutory committee staff with budget needs of their assigned area, upon request
- Other duties as assigned

Minimum Qualifications: A bachelor's degree in business, finance, public policy, or related field, supplemented by 2 years' experience in budgeting, business, public policy, statistics, auditing, or fiscal analysis.

Successful candidates should be able to conduct research in an unbiased manner, to demonstrate strong communications skills, and to quickly analyze data. Knowledge of fiscal and budgetary processes in state government is preferred.

The individual selected for this position must have a positive attitude, a strong work ethic, a public service orientation, and the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must have a strong attention to detail and must be able to work under stress, with the understanding that, during legislative sessions and occasionally during the interim period, significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days.

Application Deadline: Applications for this position must be submitted by the close of business October 31, 2017.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to LRCresumes@lrc.ky.gov and list the job title in the email subject line. An application (which may be accessed at <http://www.lrc.ky.gov/lrc/LRCApplication.pdf>) must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

Tim Holbrook
Assistant Director/Chief Human Resources Officer
Legislative Research Commission
702 Capitol Avenue, Capitol Annex, Room 104
Frankfort, Kentucky 40601

The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin, or disability.