

Employment Opportunity:
**Legislative Fiscal & Program Analyst or
Senior Fiscal & Program Analyst**
South Dakota Legislative Research Council, Pierre, South Dakota

The Legislative Research Council, the nonpartisan research and support staff to the South Dakota Legislature, is accepting applications for two permanent, full-time **Legislative Fiscal & Program Analyst** or **Senior Fiscal & Program Analyst** positions.

Duties and Responsibilities: A Fiscal & Program Analyst assists legislators by providing accurate, objective, and relevant fiscal analysis and evaluation of state programs. The significant duties of this position include the following:

- Compile fiscal and budgetary data and conduct fiscal research for the Joint Committee on Appropriations, other legislative committees, and individual legislators;
- Study performance impact and outcomes of state programs through a variety of methods;
- Write reports, memorandums, and papers that present findings;
- Deliver formal presentations to legislative committees;
- Develop active, positive relationships with personnel in the agencies to which you are assigned; and
- Analyze proposed legislation and ballot measures for potential fiscal impacts on state government.

Knowledge, Skills and Abilities / Competencies: An ideal candidate will possess the following:

- Strong quantitative and analytical skills. The analyst should be proficient in most of the following: statistics, economics, public finance, public policy evaluation, performance auditing, or policy analysis;
- An eagerness to expand your knowledge base into a variety of subject areas including taxation, human services, corrections, court issues, economic development, environmental issues, education, state and local government, public safety, transportation, and labor issues;
- Knowledge of federal, state, and local government organizations and functions;
- Ability to perform research independently, using appropriate source materials and methodologies, and ability to follow office procedures and standards;
- Ability to work independently and on project teams;
- Ability to express conclusions clearly and logically in oral and written form;
- Strong skill in Microsoft Excel, PowerPoint, and Word. Candidates will be expected to demonstrate Excel and Word proficiency;
- Willingness and ability to work extra hours when necessary, especially during legislative sessions (employees earn compensation time for extra hours worked);
- Ability to work cooperatively under pressure with legislators, legislative staff, and state government staff daily;
- Ability to work objectively and impartially with members of all political parties and independents;
- Willingness and ability to travel overnight occasionally at state expense.

Minimum Education and Experience Requirements: Bachelor's degree or preferably a master's degree in public or business administration, public policy, finance, economics, operations research, or other advanced level of education in a related field such as law.

Salary Range: The starting salary for the Program Fiscal & Program Analyst position will range from \$53,002 to \$79,502, with a market goal of \$66,252. The starting salary for the Senior Fiscal & Program Analyst position will range from \$58,890 to \$88,336, with a market goal of \$72,170; Program Fiscal & Program Analyst starting salary will range from \$51,963 to \$77,944, with a market goal of \$64,953 73,613. Actual starting salary will depend on qualifications and experience.

Application Process: This position will remain open until Thursday, December 31, 2020. Applications (consisting of a letter of interest and resume) should be submitted via hard copy or e-mail to:

Reed Holwegner, Director
South Dakota Legislative Research Council
500 East Capitol Avenue, Pierre, SD 57501
E-Mail: Legis.Resume@sdlegislature.gov | Phone: 605-773-3251

