

State of Vermont
Legislative Joint Fiscal Office
Legislative Fiscal Analyst - Fiscal Analyst Position

The Vermont Legislative Joint Fiscal office is accepting applications for the position of legislative fiscal analyst. The person hired will work with other fiscal office staff to provide support and research to legislators on a variety of fiscal issues, with a focus on state revenues, consumption taxes, economic development, education finance, and other matters which are part of the work responsibilities of the fiscal office.

Duties include:

- (1) Use Excel, analytical software and databases and develop models and tools for fiscal impact, economic impact, and cost-benefit analyses.
- (2) Analyze proposed legislation for potential fiscal impacts on state and local governments.
- (3) Provide background qualitative research for legislative initiatives.
- (4) Support standing and interim legislative committees.
- (5) Perform other duties as assigned.

While the analyst will primarily work with a team focused on state tax revenues, he or she could be called upon to assist in other areas to ensure redundancy and meet legislative needs. Services are provided to members and committees of the General Assembly on a non-partisan basis. The position also involves extensive work with members of the Executive Branch as well as regular communication with other states' fiscal offices and national research and policy entities.

Key skills required include:

- strong quantitative and data analysis skills,
- writing proficiency,
- ability to research state and national financial information in order to develop fiscal impact statements on legislation,
- ability to present complex ideas and results in an easy-to-understand manner
- ability to work in a legislative environment with short deadlines.

A master's degree in public policy, economics, business, planning or public administration is preferred but not required.

This permanent full-time position is considered a state employee with benefits and is exempt from the classified system. Salary will depend upon qualifications and experience but will range from \$60,000 to \$70,000 per year. Longer work hours are expected preceding and during the legislative session, and as needed during other times of year.

Applicants should send a letter of interest and resume by email to: jfoapply@leg.state.vt.us. Please include "Legislative Fiscal Analyst" in the subject line.

The resumes will be reviewed starting on July 16, and the position will remain open until filled.