



**STATE OF VERMONT**  
OFFICE OF LEGISLATIVE  
HUMAN RESOURCES

Legislative Staff Job Description

**JOB TITLE:** Senior Staff Associate

**DEPARTMENT NAME:** Joint Fiscal Office

**REPORTS TO:** Deputy Fiscal Officer

**JOB PURPOSE:**

The Senior Staff Associate provides support to the House and Senate Committees on Appropriations and the House Committee Ways and Means, as well as joint, study and standing committees where there is a focus on fiscal matters. The Senior Staff Associate works with other fiscal office staff assisting legislators on a variety of fiscal issues and performs duties that are part of the general work responsibilities of the Joint Fiscal Office (JFO). In addition, the Senior Staff Associate has at least (1) one responsibility that requires expertise in a specific area and is beyond regular administrative duties.

The mission of the JFO is to provide nonpartisan, factually based financial and policy analyses, research, forecasts, and recommendations.

**Duties and Responsibilities:**

- *Performs the duties and responsibilities of the Committee Assistant role as outlined in the Committee Assistant job description, in relation to fiscal committees.*

Joint Fiscal Office - Committee Specific Duties

- Communicates with standing committees regarding Governor's budget requests.
- Prepares outline of proposed budget changes concerning revenue for the committees of jurisdiction.
- Keeps Senate and House Offices updated on committee schedule and status of budget bill.
- Organizes and schedules all budget sections, and publishes the meetings and budgets submitted online on both the Legislature and the Joint Fiscal Office's website.
- Schedules multiple, public and advocate hearings on the budget bills.

- Perform committee assistant duties and responsibilities for joint and special study committees that have been assigned to the Joint Fiscal Office. Coordinate public hearings.
- Other duties as assigned.

Areas of specific responsibility, as assigned:

- Legislative Orientation and Briefings: Project Manager for the biennial New Member Orientation including organization, logistics and agenda. Organizes the Legislative Briefings.
- Legislative Tracking Spreadsheet: Track relevant legislation during sessions for fiscal impacts and work expectations for the Office and Committees and send periodic and final spreadsheets to leadership and staff.
- Publications: Coordination, production and contributions to Fiscal Facts Booklet using Adobe InDesign.
- Maintains and updates the policies of the Joint Fiscal Committee/Office as needed.
- Manages office expense activity through the VISION system as well as purchasing card tracking and reconciliation.
- Updates directories and address books.
- Documents and maintains records according to § 315-320 of 1 V.S.A., and in-house records policies. Communicates with the Vermont State Archives and Records Administration (VSARA) on the transfer of archival records according to Office procedures. Addresses Freedom of Information Act (FOIA) and public record requests.
- Tracks fiscal implications of bills traveling through the budget committees, vets with senior budget staff as needed.
- Creates memorandums regarding proposed budget changes to committees of jurisdiction. Coordinates and compiles responses and provides a summary for the House Appropriations Committee.
- Manages office supplies and facility issues.

**Required Skills:**

*Collaboration:* Requires extensive interaction with the members of the Legislature including leadership; Legislative offices; Executive and Judicial Branches; members of the public, special interest groups; local, State, and federal offices; and other partners.

*Environment:* Requires the ability to navigate within a highly political environment in a nonpartisan way with minimal supervision.

*Flexibility and Even Temperament:* Requires the ability to manage competing demands and changes in direction as the Legislature works through the budget process and various bills.

The legislative environment has several periods of high stress with short deadlines, including some weekend and night work.

*Communication Proficiency:* Requires excellent writing and verbal communication skills. Candidates should be proficient with MS Suite and remote-work applications (i.e. Zoom). Has a deep knowledge of website workings.

**General Competencies:**

- Adheres to policies and procedures.
- Maintains privacy and confidentiality.
- Promotes and employs ethical actions.
- Demonstrates excellent customer service by conducting daily activities, communications, and interactions in a positive, collaborative, and professional manner.
- Communicates with diplomacy and tact.
- Identifies and communicates learning, competency, and personal development needs to the supervisor.
- Maintains responsibility for punctuality and attendance.
- Notifies the appropriate supervisor as soon as possible when an unscheduled absence from work is necessary.
- Submits requests for vacation, planned days off, etc. to the supervisor with appropriate notice.

**Education and Experience:**

Bachelor’s degree plus four years in a professional work environment OR

Associates degree or equivalent with six years in a professional work environment OR

10 + years of in a professional work environment

**Physical Requirements:**

- Capable of sitting for long periods of time, relocating to various meetings throughout a given day, performing computer work, lifting up to 10 pounds.

*Note: This job description reflects essential job functions. It does not proscribe or restrict the tasks that may be assigned. This job description may be updated at the discretion of the Chief Fiscal Officer, in consultation with Legislative Human Resources.*