

State of Vermont
Legislative Joint Fiscal Office
Legislative 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 including transportation revenue and spending, related environmental issues, and other matters that are part of the work responsibilities of the fiscal office.

Duties include:

- (1) Use Excel, analytical software, and databases to develop models and tools for fiscal impact, economic impact, and cost-benefit analyses.
- (2) Analyze transportation revenue and spending and related environmental issues.
- (3) Analyze proposed legislation for potential fiscal impacts on state and local governments.
- (4) Support standing and interim legislative committees.
- (5) Develop and provide in-service training and orientation for staff and legislators.
- (6) Perform other duties as assigned.

The Joint Fiscal Office uses a team approach to the extent possible in order to ensure sufficient redundancy and meet legislative needs. Services are provided to members and committees of the General Assembly on a nonpartisan basis. The position also involves extensive work with members of the Executive Branch and regular communication with other states' fiscal offices and with national research and policy entities.

Skills required include:

- aptitude for writing,
- spreadsheet and data analysis skills,
- ability to research state and national financial information in order to develop fiscal impact statements on legislation, and
- ability to work in a legislative environment with short deadlines.

A master's degree in economics, business, planning or public administration is highly preferred.

This permanent, full-time position is considered State employment with benefits and is exempt from the classified system. Salary range: \$63,000-\$70,000 depending upon qualifications and experience. 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

Applications will be reviewed starting on October 16, with the position open until filled.

Equal Opportunity Employer: The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.