

## **Legislative Fiscal Analyst Position**

The Senate Finance Committee of the Virginia General Assembly is seeking a skilled and highly motivated individual to join its professional, non-partisan staff. The Senate Finance Committee handles all tax policy and retirement legislation, as well as legislation that impacts state and local revenue and state program costs. The Committee is responsible for evaluation and development of the state biennial budget for the Senate of Virginia.

The successful candidate will work in a team setting and regularly interact with legislators and other high-level decision makers in state and local government and the private sector.

Primary responsibilities for the position include analysis and year-round monitoring of agency programs and operations in the assigned areas of the state budget, to include public safety, corrections, and judicial agencies; assistance to Senate Finance subcommittees in evaluating and developing the biennial budget for the assigned areas; and fiscal analysis of proposed legislation that impacts the relevant programs. Experience in public safety/corrections budget policy is a plus, but is not required.

Desirable skills for this position include strong quantitative skills, to include statistical and forecasting capability; the ability to handle multiple assignments with a high degree of accuracy and with minimum supervision, and the ability to meet tight deadlines, particularly during the legislative session. Excellent writing and communication skills are essential.

Individuals with a bachelor's degree and at least five years of experience in state, local or federal budget and/or policy analysis, with strong quantitative skills, are invited to apply. Preference will be given to candidates who have obtained a master's degree in business administration, public administration, public policy, economics or other related field.

The salary for this responsible, highly visible position is commensurate with qualifications and experience. A full range of fringe benefits is also provided.

Applicants for this position must apply to the Senate Finance Committee directly.

To apply, please submit (1) a cover letter explaining qualifications, (2) a resume, and (3) a work-related writing sample.

Submissions that do not include all three components will not be considered. On-line state application forms are not accepted.

Submit complete documents via e-mail to: [mmayes@sfc.virginia.gov](mailto:mmayes@sfc.virginia.gov) or by mail to Senate Finance Committee, Attn: Melissa Mayes, Post Office Box 396, Richmond, VA 23218.

Application review will begin May 19, 2017 and continue until the position is filled. EEO.