

Joint Legislative Budget Committee

Position Announcement Opening for

Fiscal Analyst

Overview

The office of the Joint Legislative Budget Committee provides a full range of non-partisan fiscal and program analysis for the Arizona State Legislature. We currently have an opening for a Fiscal Analyst, which is primarily an entry level position. We seek individuals who have a Master's degree in Economics, Public Policy Analysis, Public Administration, Business Administration or a related field.

A description of the Fiscal Analyst position follows. We offer competitive salaries and benefits.

Applicants should send an electronic letter of introduction with a resume to jlbcwebmaster@azleg.gov. Applications will be reviewed in the order received and the position will remain open until filled.

Characteristics of the Position

As part of an overall 25-person organization, the JLBC Staff employs fiscal analysts in pursuit of its mission. Each of these individuals is responsible for particular agencies of state government and performs the following core functions:

- Analyze agency budget requests and make recommendations on proposed spending levels.
- Testify during Appropriations Committee hearings of the Arizona House of Representatives and Senate.
- Assist the Appropriations Committee members in their development of the state budget.
- Draft all applicable legislation to implement the state budget.
- Review and analyze other legislation with fiscal implications and prepare fiscal impact statements of such legislation, as requested by members of the Legislature.
- Monitor implementation of agency budgets and provide advice and counsel to agency officials regarding legislative intent. Visit assigned agencies to meet with department personnel and their budget staff to discuss both budgetary and operational matters.
- Serve as a general resource to the Legislature on their assigned budgets and make suggestions for improving the efficiency and effectiveness of state government. As non-partisan staff, we are available to work with all members of the Legislature.

While analysts work independently on individual agency budgets, they also collaborate in a supportive team-oriented environment in developing the overall state budget.



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Minimum Qualifications

- Possess a Master's degree in Public Policy Analysis, Public Administration, Economics, Business Administration or a related field for a fiscal analyst position.
- Possess a Bachelor's degree for an assistant fiscal analyst position.
- Display an ability for working with numbers and fiscal analysis.
- Write clearly and concisely.

