



Colorado Legislative Council

EMPLOYMENT OPPORTUNITY Colorado General Assembly Colorado Legislative Council

Job Title: Fiscal Analyst
Job Series: (Non-classified Position)
FLSA Status: Exempt; position is not eligible for overtime compensation
Occup. Group: Professional Services
Salary: Commensurate with Experience
Release Date: August 7, 2017
Apply By: Open until filled

JOB SUMMARY

Department Information: Colorado Legislative Council Staff, the nonpartisan research agency of the Colorado General Assembly, is seeking a skilled and highly motivated professional to join our team of fiscal analysts. Additional information about Legislative Council Staff can be found at <http://leg.colorado.gov/agencies/legislative-council-staff>.

Responsibilities and Requirements:

Primary responsibilities of the position include analyzing and writing fiscal impact statements on proposed legislation, and responding to questions about a bill's fiscal impact from legislators, lobbyists, government officials, and the public. Responsibilities of the position also include writing research papers and issue briefs, working with special legislative study committees during the legislative interim, and researching and writing portions of the "Blue Book" voter guide on statewide election issues. A successful candidate must have effective oral and written communication skills, strong analytical and research abilities, and be proficient with word processing and spreadsheet programs. This position requires the ability to work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or personal opinions.

The minimum educational requirement is a Bachelor's degree from an accredited college or university. A successful candidate should have a minimum of two years of experience in a professional work environment. Preference will be given to candidates familiar with Colorado law, K-12 education, higher education, health care, human services, local government and criminal justice.

Salary level is commensurate with education and experience. Legislative Council Staff employees are not members of the state personnel system, although employment includes coverage under the State of Colorado benefits package.

To Apply for this Position:

Because this position is with the legislative branch, there is no need to fill out the state application. Please email your application packet with "Fiscal Analyst" in the email subject line to:

clare.pramuk@state.co.us

In order to be considered for this position your application packet must include a resume and cover letter, your salary requirements, and a list of three professional references. Only those applicants who provide a plausible dollar amount or range for their salary requirements will receive further consideration.

Application review will continue until the position is filled. Legislative Council Staff is an equal opportunity employer.

Department Contact Information:

clare.pramuk@state.co.us