



## Legislative Council Staff

*Nonpartisan Services for Colorado's Legislature*

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### Employment Opportunity with the Colorado General Assembly

Agency:	Legislative Council Staff
Job Title:	Fiscal Analyst
Job Series:	Non-classified Position
FLSA Status:	Exempt; this position is not eligible for overtime compensation
Occup. Group:	Professional Services
Salary:	\$50,000 to \$70,000 annually, commensurate with experience
Release Date:	September 28, 2020
Apply By:	October 9, 2020

### About Legislative Council Staff

Colorado Legislative Council Staff (LCS), the nonpartisan research agency of the Colorado General Assembly, is seeking a skilled and highly motivated professional to join the Fiscal Notes Section as a Fiscal Analyst. Additional information about Legislative Council Staff is available at: <https://leg.colorado.gov/agencies/legislative-council-staff>.

### Job Summary

**Primary responsibilities.** As a Fiscal Analyst, you will be responsible for analyzing and writing fiscal impact statements on proposed legislation and ballot measures, and responding to questions about the fiscal impact of legislation from legislators, lobbyists, government officials, and the public. 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.

**Other responsibilities.** You will also be responsible for 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.

**Required knowledge, skills, and abilities.** We are looking for applicants who:

- can write clearly and concisely about complicated topics, convey information verbally through public speaking and in-person interactions with legislators; and communicate effectively with various audiences;
- have strong data analysis and research abilities;
- can manage their time and workload effectively in a fast-paced environment;

- are proficient in word processing and spreadsheet programs;
- have a minimum of two years of experience in a professional work environment; and
- have previous professional or educational experience related to public policy, government, or legislative affairs.

Preferred candidates will have knowledge of Colorado law, state government operations and budgeting, and the legislative process. We welcome candidates with experience and expertise in various areas of state government and public policy, but who can also work effectively across a range of policy areas of interest to the General Assembly.

**Education requirement.** The minimum educational requirement is a Bachelor’s degree from an accredited college or university with coursework in public policy, public administration, economics, accounting, political science, or a related field. Preferred candidates would hold a Master’s or other postgraduate degree in a relevant field.

**Salary and benefits.** The salary range for this position is \$50,000 - \$70,000 per year, with salary level within this range 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.

**Diversity and inclusion:** We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status. We are proud to be an equal opportunity workplace.

## **Application Process**

Please email your application packet with “Fiscal Analyst Position” in the email subject line to:

Hiring Manager, Fiscal Notes Section, [lcs.fiscalnotes@state.co.us](mailto:lcs.fiscalnotes@state.co.us)

**Application packet.** Your application packet must include:

- your resume;
- a cover letter; and
- a list of three professional references.

Incomplete applications will not be considered. Because this position is with the legislative branch, there is no need to fill out the state application.

**Agency contact information.** If you have questions or need additional information about this position, please contact Clare Pramuk at 303-866-2677 or [clare.pramuk@state.co.us](mailto:clare.pramuk@state.co.us).