

Vacancy Announcement

North Carolina General Assembly
Legislative Services Office
George R. Hall, Legislative Services Officer



December 7, 2011

*Vacancy Number: 1099-120711
Hiring Range: \$51,291 - \$73,319
Closing Date: January 20, 2012

Position: Fiscal Analyst
Division: Fiscal Research

*Applicants may obtain a General Assembly Application at the address on page 2 of this announcement, by calling 919-715-1210, by sending electronic mail request to Judy.Braudwell@ncleg.net, or by visiting <http://www.ncleg.net/NCGAInfo/directories/jobs.html>. A separate application is required for each position.

The Fiscal Research Division (FRD) seeks dynamic individuals with strong analytical skills who can think quickly under pressure. FRD analysts serve as the primary budget and finance staff to the North Carolina General Assembly's 170 members as well as its funding and policy committees. The budget issues are complex, diverse and cross multiple subject areas. FRD analysts, along with other General Assembly non-partisan staff, have a unique opportunity to provide counsel to policymakers and participate directly in the policy development process.

We Want Individuals Who Are:

- Energized about public policy and delivering objective policy analysis
- Creative problem solvers
- Skilled at quantitative analysis
- Excellent writers
- Confident public speakers
- Composed under pressure
- Excited by teamwork and collaboration

What Fiscal Analysts Do:

- Work directly with legislators to develop the State's budget and other legislation
- Analyze and publically present information on existing and/or proposed programs and policies, providing options to improve program efficiency and effectiveness
- Compose nonpartisan briefs on the fiscal impact of proposed legislation
- Provide accurate and reliable nonpartisan data and policy analysis
- Provide support and analysis to legislators in the drafting of budget and policy legislation
- Monitor agency actions to ensure compliance with legislative intent
- Work objectively and impartially and adhere to strict confidentiality requirements
- Develop and expand expertise in all policy areas through site visits, interim study topics, agency meetings, and outside research

(See page two for information on how to apply for this position.)

Applicant Requirements:

- **Education & Experience:** We will only consider candidates with a bachelor's degree plus three years' experience in public policy work or a master's degree plus one year of experience. We encourage Master's candidates to apply if expected graduation is spring of 2012 and the experience requirements are met.
- **Computer Skills:** Candidates are expected to demonstrate proficiency in Microsoft Excel, Word, and PowerPoint or similar products.
- **Public Policy Background:** Candidates are expected to have a working knowledge of government functions and the desire to work in a nonpartisan fashion on public policy issues.

Application Process:

Interested applicants may obtain a General Assembly Application at the address below, by calling 919-715-1210, by sending an electronic mail request to Judy.Braudwell@ncleg.net, or by visiting our web site at <http://www.ncleg.net/NCGAInfo/directories/jobs.html>. A separate application is required for each position.

Submit:

1. A detailed cover letter that must address: a) all applicant requirements above, b) employment or educational experience relevant to the position, and, c) reasons for wanting to join FRD.
2. A current résumé.
3. A General Assembly Application (<http://www.ncleg.net/NCGAInfo/directories/jobs.html>). Enter the vacancy number listed on the top of page 1 of this announcement on the application. Please use the WORD version of the application form that may be filled in electronically and printed for submission.
4. Application, resume, and cover letter must be received in the Personnel Office by **5:00 p.m. on January 20, 2012**. Send to:

**Judy Braudwell
Personnel Office
North Carolina General Assembly
Room 5, Legislative Building
16 West Jones Street
Raleigh, NC 27601**

Benefits:

The State of North Carolina offers the following benefits for State Employees:

- **Paid vacation and sick leave**
- **Enrollment into employer-sponsored group retirement and health benefits**
- **Ability to enroll in supplemental retirement plans**
- **Ability to enroll in a variety of flexible benefit plans**

For information about the position or questions about this announcement, please contact John Poteat or Brian Matteson, Fiscal Analysts, Fiscal Research Division (919) 733-4910.