

COMMONWEALTH OF VIRGINIA  
SENATE FINANCE & APPROPRIATIONS COMMITTEE

<https://sfac.virginia.gov/>



## \*POSITION ANNOUNCEMENT | ASSISTANT LEGISLATIVE FISCAL ANALYST\*

The Virginia Senate Finance & Appropriations Committee of the Virginia General Assembly seeks up to three skilled and highly motivated individuals to join its professional, non-partisan staff. The Committee is now accepting applications for **ASSISTANT LEGISLATIVE FISCAL ANALYST**. This full-time, permanent at-will position is open to the general public.

**WORKING TITLE:** Assistant Legislative Fiscal Analyst

**OPEN DATE:** October 27, 2022 - Applications will be considered on a rolling basis until the positions are filled.

**REPORTS TO:** Director, Senate Finance & Appropriations Committee

**LOCATION:** Pocahontas Building, 900 East Main Street, 14<sup>th</sup> Floor, Richmond, VA 23219. Must report to the office daily. Professional attire is required. Teleworking options may be approved outside of sessions.

**JOB TYPE:** Full-time permanent position with Commonwealth of Virginia State Benefits

**DAYS:** Monday – Friday, 8:30 am to 5 pm with longer hours during the Legislative Sessions or when necessary to meet project deadlines.

**SALARY RANGE:** Starting at \$45,000 | Pay rate will be commensurate with education and/or experience. Applicants with additional experience or a relevant advanced degree may be considered for the positions of *Associate Legislative Fiscal Analyst* or *Legislative Fiscal Analyst*.

### **ABOUT THE SENATE FINANCE & APPROPRIATIONS COMMITTEE:**

Senate Finance & Appropriations Committee employees are **nonpartisan** and are required to not let personal opinions or positions affect work procedures or products. Given the non-partisan nature of the job, all employees are prohibited from engaging in certain political activities. Committee employees are expected to establish and maintain courteous and effective relationships with all legislators, legislative staff, lobbyists, the media, and the public (regardless of political affiliation) while demonstrating high professional, ethical, and confidentiality standards consistent with policies.

### **POSITION DESCRIPTION:**

The Assistant Legislative Fiscal Analyst assists in managing legislation that impacts state and local revenue and state program costs. The Committee is responsible for evaluating and developing the state budget for the Commonwealth of Virginia. The successful candidate will work in a team setting and regularly interacts with legislators and other high-level decision-makers in state and local government and the private sector.

### **PRIMARY DUTIES:**

- Analyzes and provides year-round monitoring of agency programs and operations
- Assists the Senate Finance and Appropriation subcommittees in evaluating and developing the budget
- Researches and analyzes fiscal data of proposed legislation that impacts relevant agency programs
- Formulates regulatory and legislative proposals
- Directs the research, development, composition, planning, and implementation of specific initiatives
- Researches and analyzes strategic choices and initiatives and makes recommendations
- Assists in preparing financial forecasts, reports, presentations, and budgets in an understandable manner

- Collaborates with internal and external stakeholders to determine the needs of agency programs and operations by gathering and analysis of data and information to determine the feasibility, functionality, logistical and financial considerations needed to make programmatic recommendations and justifications
- Researches, develops, writes, and edits complex reports and plans
- Compiles and analyzes statistical data to prepare and present reports of findings and recommendations

**QUALIFICATIONS:**

- Knowledge of policy analysis, legislative practices, and research and evaluation techniques
- Strong quantitative skills, including statistical and forecasting capabilities
- Strong ability to maintain confidentiality and discretion
- Skill in analyzing and aggregating data to include year-round monitoring of agency programs and operations
- Successfully handle multiple assignments with a high degree of accuracy and minimum supervision
- Ability to meet tight deadlines, particularly during the legislative session
- Ability to communicate effectively, both orally and in writing
- Ability to make formal presentations and author analytic papers
- Ability to collaborate with people from diverse backgrounds and cultures
- Ability to conduct formal research, analyze data and make logical conclusions
- Skill in using computers, including the use of Microsoft Suite programs including Word, Excel, and PowerPoint

**EDUCATION AND EXPERIENCE:**

- Bachelor’s degree from an appropriately accredited institution in Public Policy, Business, Finance, or a related field (Politics, History, Economics).
- Preference for some experience in state, local, or federal budget and/or policy analysis.

**COMMONWEALTH OF VIRGINIA STATE EMPLOYEE BENEFITS**

Multiple benefits are available to *eligible* state employees, including:

(Check with your local HR office for more details on qualification for these benefits)

- |                           |  |   |
|---------------------------|--|---|
| • State Health Benefits   | • Optional Life and Long-term Care Insurance | • Telework Options Considered Outside of Sessions |
| • Paid Leave and Holidays | • Virginia Retirement System                 | • Employee Assistance Program                     |
| • Group Life Insurance    |  |   |

**Note:** Diverse educational backgrounds and experience could be successful in this role and will be considered. Candidates with any combination of experience demonstrating the ability to perform the work will be considered.

**WORKING LOCATION/CONDITIONS:**

Capitol Square, City of Richmond. This position requires an onsite/in-person presence Monday – Friday. Professional attire is required. Must be available for some travel, including overnight stays. Travel and work beyond traditional business hours are required.

**TO APPLY:** Email your (1) Letter of Interest; (2) Résumé; and (3) Three professional references (with contact information) *in one document* electronically to [sfacjobs@sfac.virginia.gov](mailto:sfacjobs@sfac.virginia.gov) or apply [here](#) by November 15, 2022. Applicant screening will begin immediately.

**The Virginia Senate Finance & Appropriations Committee is an equal opportunity employer.** It is the policy of the Commonwealth of Virginia to prohibit discrimination on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.

Persons requiring reasonable accommodation in the application process or information in an alternative format may contact SFAC Office Manager Melissa Mayes at [mmayes@sfac.virginia.gov](mailto:mmayes@sfac.virginia.gov).