



Fiscal Analyst

The **Legislative Finance Committee (LFC)** is recruiting to fill an **Entry-Level Fiscal Analyst** position. We are recruiting for motivated and talented professionals who are interested in budget and public policy. Fiscal analysts are responsible for policy analysis, oversight, and developing state agency budget and policy recommendations.

Analysts develop personal relationships with state agency leadership and are expected to travel the state to observe and assess performance of assigned agencies. Staff findings are reported to the LFC and are considered in the development of a budget recommendation. During legislative sessions, fiscal analysts will work with agency staff to produce fiscal impact reports for all assigned legislation. These reports summarize the bills, flag potential policy and legal issues, and estimate cost of implementation.

Analysts have a high degree of autonomy and are expected to become an expert in their assigned policy area, develop their own work plan, schedule meetings and site visits, and produce regular reports on policy and financial issues. In addition, analysts work with agency staff to verify agency performance and help shape budget and programmatic priorities. While most work is done independently, analysts collaborate with other LFC staff and work with mentors on assigned projects. Analysts are responsible for developing committee briefing materials, budget recommendations, and presentations to the Legislature. Analysts often report directly to the LFC director and committee members on issues of importance.

Essential Qualifications

- Bachelor's or other advanced degree in an appropriate field;
- Strong written and oral communication skills;
- Familiarity with Microsoft products (Word, Excel, and PowerPoint);
- Ability to work independently.

Preferred Qualifications

- Experience in budgeting or accounting;
- Experience in policy analysis;
- Legislative experience.

Compensation and Reporting Relationship

Fiscal Analysts work under the direction of the Deputy Director for Budget and Fiscal Review and the Director of LFC. This position is exempt from civil service law and is non-partisan. Annual

compensation reflects the marketplace, depends on qualifications, and includes a comprehensive benefits package available to all state employees.

Application Procedure

Persons interested in the LFC positions should submit the following information:

- 1) letter of interest specifically addressing the qualifications described in this announcement;
- 2) current resume;
- 3) a writing sample; and a
- 4) list of professional references.

Application packages should be sent via email to: Annamae.Montoya@nmlegis.gov

**Application Deadline:
Open Until Filled**

The LFC is an equal opportunity employer. Staff appointments are made without regard to race, color, religion, sex, national origin, political affiliation, age, disability, or other non-merit factors and solely on the basis of fitness for the job.