



## Fiscal Analyst - Capital Outlay

The **Legislative Finance Committee** is recruiting to fill **an analyst position on the capital outlay team focused on budget support and project oversight**. We are recruiting motivated and talented professionals who are interested in public policy, budgeting, and improving government.

The LFC capital outlay team is responsible for reviewing capital project requests and developing funding recommendations to the Legislature for capital investment, conducting oversight of funded projects and infrastructure programs, and advising the Legislature on policy issues related to infrastructure planning, development and finance. The capital outlay team includes a principal analyst and two fiscal analysts with portfolios covering specific components of the state's capital program and infrastructure finance and planning system. The analyst's work will include supporting development of the statewide capital outlay framework, focused oversight of individual capital projects, tracking and oversight of construction cost trends statewide, as well as policy briefs on infrastructure programs or areas of need. The analyst's work contributes to the LFC's oversight mission and informs and improves capital budgeting and policy.

The analyst will work as part of the capital team but have a high degree of autonomy in carrying out assigned projects and will have the opportunity to help shape the direction of oversight work. The work is intellectually demanding, time-sensitive, and closely considered by lawmakers. Successful candidates must have superior time, communication, and research skills, understand the policymaking environment, and be able to work effectively with legislators, executive branch staff and leadership, and local government stakeholders.

### **Essential Qualifications**

- Bachelor's degree in an appropriate field
- Strong writing, oral communication, and critical thinking skills
- Familiarity with Microsoft products (Word, Excel, and PowerPoint)
- Ability to work independently

includes a comprehensive benefits package available to all state employees.

### **Application Procedures**

Interested candidates should submit the following information:

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

### **Preferred Qualifications**

- Master's degree
- Policy analysis and research experience
- Experience in state or local government
- Academic or professional experience in planning, community development, public finance, or other relevant field

### **Compensation and Reporting Relationship**

Capital outlay analysts report directly to the team's principal analyst, and work under the LFC Deputy Director and Director. This position is exempt from civil service law and is non-partisan. Annual compensation reflects the marketplace, depends on qualifications, and

Application packages should be sent via email to: [Annamae.Montoya@nmlegis.gov](mailto: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.