

FISCAL ANALYST JOB DESCRIPTION

Job Title: Fiscal Analyst

Reports to: Director

General Description: LESC is seeking a fiscal analyst to conduct research and analyze fiscal and policy issues related to public education and teacher and school leader preparation programs. Candidate must possess superior writing, research, and communication skills. Experience with statistics and data analysis and analyzing financial and economic data, including revenue and expenditure measures preferred. Knowledge of issues related to public education, public school finance, and colleges of education helpful but not required.

Duties and Responsibilities:

- Conduct research on education issues, including collecting and analyzing budget, economic, and program data and evaluating public school budget policies and procedures;
- Evaluate accountability standards related to effective and efficient school performance;
- Analyze the effects of policy and fiscal measures on educational outcomes;
- Prepare, compile, and analyze data for education studies;
- Prepare and present findings of written reports to the Committee, including proposing statutory changes to improve educational outcomes;
- Assist in the planning and conduct of LESC meetings, including compilation of committee records;
- Attend LESC and other legislative committee meetings;
- Work with executive agencies, school districts, and other education stakeholders;
- Analyze education and fiscal policy decisions and legislation;
- Monitor and assist education committees during the legislative session;
- Respond to legislative requests as assigned; and
- Perform other duties as assigned by the Director.

Desired Qualifications: Successful candidate should have a bachelors degree or higher in education, public policy, political science, business, finance, economics, or a related field of study and three years of relevant professional experience.

Knowledge of the state education system, education policy, business and education finance, principles and practices of fiscal management, and state and federal laws governing education desired. Candidate should be able to: analyze and interpret education data; conduct research; evaluate education programs. Additionally, successful candidate should possess strong problem solving and analytical skills and be able to formulate policy recommendations. Proficiency in Microsoft Office programs and Outlook required.

Must be able to work under pressure and meet tight deadlines in a fast-paced environment, initiate and manage projects independently, and balance multiple projects at once. Must possess excellent oral communication skills, superior writing and editing skills, and strong interpersonal skills, including the ability to work well on a team. Should be able to establish and maintain effective working relationships with legislators, associates, and the public and handle confidential matters in a trustworthy manner.

Send a letter of interest and resume to the Legislative Education Study Committee, attention Rachel Gudgel, 325 Don Gaspar, Suite 200, Santa Fe, New Mexico, 87501, or an e-mail to: rachel.gudgel@nmlegis.gov