

New Mexico Legislative Finance Committee (LFC)



Program Evaluator

The **Legislative Finance Committee** is recruiting to fill **Program Evaluator** positions. We are recruiting for motivated and talented professionals who are interested in public policy and improving government. LFC Program Evaluators develop, lead, and conduct independent program evaluations and special research studies of interest to legislators and make recommendations to improve the efficiency and effectiveness of state government.

The LFC makes budgetary recommendations to the whole Legislature for the funding of state government, higher education and public schools in addition to its accountability and oversight role. Eight senators and eight representatives comprise the LFC, with political parties represented in proportion to membership in each house of the legislature. The Committee employs professional program evaluators to determine whether taxpayer expenditures are producing desired results and to recommend improvements in state government. The LFC also maintains a permanent staff of fiscal analysts and economists who examine budgets and participate in the state's revenue estimating process.

Role

LFC Program Evaluators work on issues at the forefront of public policy. As a result of the variety of our evaluations and how seriously they are considered, LFC staff has broad exposure to policymakers and executives throughout state government. Subject areas take in the full spectrum of state activities, including health care, social services, public and higher education, public safety, natural resources, and the general administration of state government and its political subdivisions.

Program Evaluators may carry out some assignments individually or serve on a team. Because this work is demanding, time-bound, and important, program evaluators must have superior time and task management skills. They must understand the policymaking environment at the state level and work effectively and objectively with legislators, legislative and agency staff, and a broad range of policy stakeholders.

About Working at LFC

LFC offers a rare opportunity to work in a legislative environment that is high profile but also even-paced. Our evaluations typically last between three and six months. While these timelines are accompanied by very high expectations for depth and quality, they also allow us the flexibility to manage our project schedules to sustain healthy home and family lives.

Our staff works in an open and collaborative setting. The environment that is rich in ideas and filled with intelligent, creative, and supportive colleagues.

LFC has a proven reputation for quality and independence. The National Legislative Program and Evaluation Society, the professional association of legislative program evaluators and auditors, has honored LFC with awards for past projects documenting an impact on improving government.

Desirable Qualifications

Masters degree in business or public administration, economics, finance, social science, accounting, or other qualitative or quantitative analysis and research fields.

Considerable knowledge of designing and executing research and evaluation methods; policy and budget analysis; governmental operations and finance; spreadsheet and database applications and statistical procedures, such as cost-benefit analysis. Strong analytic, written and oral communication skills essential.

Preference may be given to applicants with legislative and/or program evaluation experience, performance audit, or research skills. An undergraduate degree in an appropriate field and relevant experience will receive consideration.

Successful Candidate Profile

Program evaluation staff work is intended to provide decision makers with timely, accurate, and objective information from which they can make effective policy decisions.

LFC is seeking Program Evaluator candidates who are able to:

- 1) Produce both quantitative and qualitative analyses of superior quality, and excel at documenting the work, writing the results and presenting the work to audiences ranging from their team members, executive agency heads to individual legislators and legislative committees.
- 2) Demonstrate skill with project management, research design, data collection, data analysis, and report writing.

- 3) Develop evaluation recommendations that improve performance, provide cost savings, and increase accountability.

- 4) Demonstrate the ability to use quantitative, financial, evaluation, and policy analysis methodologies and related software.

Compensation and Reporting Relationship

Program Evaluators work under the direction of the Deputy Director for Program Evaluation 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; and a
- 3) list of three professional references.

Application packages should be sent via email or regular mail to:

Mr. Charles Sallee, Deputy Director
Legislative Finance Committee
325 Don Gaspar, Suite 101
Santa Fe, NM 87501
charles.sallee@nmlegis.gov
Fax (505) 986-4545

**Application Deadline:
March 9, 2011**

Program Evaluator II

About LFC Program Evaluations: Program evaluation staff work is intended to provide decision makers with timely, accurate, and objective information from which they can make effective policy decisions. Staff conducts program evaluations to determine whether taxpayer expenditures are producing desired results; improve the efficiency and effectiveness of state government operations; and to determine whether policy alternatives could improve performance and save money.

General Description of Work and Position: Program Evaluator II is a mid-Level Position that works with a team of staff to conduct program evaluations, special reviews and provide legislative support services. This position is expected to be able to lead small to medium size projects. The position reports to a project lead and the Deputy Director for Program Evaluation.

Program Evaluations are systematic assessments of the results of state government spending and program activities. Program evaluations may encompass a broad or narrow scope of work and a variety of methodologies; involve a level of analysis, research or evaluation; generally provide conclusions and recommendations; and result in a report. Two major types of program evaluations objectives include: *Program effectiveness and results review objectives* address the effectiveness of a program and typically measure the extent to which a program is achieving its goals and objectives; and *economy and efficiency review objectives* concern whether an agency is acquiring, protecting and using its resources in the most productive manner to achieve program objectives.

Special Reviews are generally defined as projects designed to answer specific questions within a short time frame and may include the following: Program Evaluation follow-ups to assess the implementation of previous recommendations; reviews to identify issues, scope and objectives for further program evaluation work; verify information used for decision making; and performance measure reviews to assess the accuracy, reliability and validity of agency performance measures.

Legislative services include briefs or testimony regarding policy issues, best practices or summaries of recent work; and general legislative services that consist of gathering, providing or explaining information requested by decision makers or providing advice or assistance to management officials requiring more than five hours of work.

Examples of Specific Duties

1. Conduct program evaluations, reviews and other assignments.
2. Perform thorough research and literature reviews using a variety of techniques, including reference library, Internet searches and contacting other states.
3. Perform analysis of agency spending, performance, compliance with laws and regulations, operational efficiency and effectiveness and organizational structure.
4. Perform analysis of laws, regulations, policies and their impact on agency spending and performance.
5. Document issues and findings in working paper format.
6. Prepares written conclusion and summary of results of analysis, recommendations and estimated fiscal impact of recommendations.
7. During legislative session audit the General Appropriation Act (House Bill 2) and analyze bills when assigned. **Late nights and weekends are required.**
8. Other duties as assigned.

Distinguishing Features: 1) Ability to produce both quantitative and qualitative analyses of superior quality, and excel at documenting the work, writing the results and presenting the work to audiences ranging from their team members, executive agency heads to individual legislators and legislative committees. 2) Demonstrated skill with project management, research design, data collection, data analysis, and report writing. 3) Develop evaluation recommendations that improve performance, provide cost savings, and increase accountability. 4) Demonstrate the ability to use quantitative, financial, evaluation, and policy analysis methodologies and related software.

Qualifications

Masters degree in business or public administration, economics, finance, social science, accounting, or other qualitative or quantitative analysis and research field.

Considerable knowledge of designing and executing research and evaluation methods; policy and budget analysis; governmental operations and finance; spreadsheet and database applications and statistical procedures, such as cost-benefit analysis. Strong analytic, written and oral communication skills essential.

Preference may be given to applicants with legislative and/or program evaluation experience, performance audit, or research skills. An undergraduate degree in an appropriate field and relevant experience will receive consideration.