



STATE OF VERMONT
JOINT FISCAL OFFICE

The Joint Fiscal Office seeks to hire a Senior Fiscal Analyst or Fiscal Analyst

The Vermont Joint Fiscal Office (JFO) is seeking a motivated professional for the position of Senior Fiscal Analyst or Fiscal Analyst. This position will work as part of a team to provide nonpartisan, evidence-based financial and policy analyses, research, forecasts, and recommendations. Fiscal analysts, in collaboration with other JFO staff, offer support and research to legislators on a variety of fiscal issues.

The role requires working with legislators, legislative counsel, executive branch agencies, and other stakeholders to develop public policy analysis and other points of interest as part of the legislative process. The position will be focused primarily on issues related to revenues, taxes, economic development, climate change and helping develop the annual state operating budget. We expect the analyst to assist the office in other policy areas as needs evolve.

Education/Experience:

Required:

- Master's degree in economics, business, planning, or public administration, or other relevant discipline or currently enrolled in a graduate program in a relevant discipline, or
- Bachelor's degree in economics, business, planning, public administration, or other relevant discipline and a minimum of 5 years of related experience.

Duties and Responsibilities:

- Utilizes Excel, analytical software, and databases to develop models and tools for fiscal impact, economic impact, and cost-benefit analyses.
- Analyzes revenue, tax, economic development, and related policy issues.
- Analyzes proposed legislation for potential fiscal impacts on state and local governments.
- Supports standing and interim legislative committees.
- Develops and provides in-service training and orientation for staff and legislators.

Required Skills:

- Excellent written and oral communication.
- Proficient in Excel and data analysis.
- Ability to research state and national financial information for use in developing fiscal impact statements for proposed legislation.

- Capacity to interact and collaborate effectively with a variety of organizations including legislative counsel, executive branch leadership, the legislature and its leadership, special interest groups, and local, state, and federal agencies and offices.
- Ability to navigate a highly political environment in a nonpartisan way with minimal supervision.
- Capacity to work under short deadlines in a legislative environment.

Compensation will be commensurate with experience:

- The Fiscal Analyst level starts at \$64,342 per year.
- The Senior Fiscal Analyst level starts at \$76,227 per year.

The comprehensive State benefits package includes paid time off, health insurance, and retirement plans. Longer work hours are expected during the legislative session (generally January through May) and as needed during other times of the year.

To apply, please submit by e-mail a resume and cover letter in Word or PDF format explaining your interest and qualifications to: HRApplications@leg.state.vt.us. Please put your name and “Senior Fiscal Analyst/Fiscal Analyst Application” in the subject field of the e-mail.

The Joint Fiscal Office is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.