



STATE OF VERMONT
JOINT FISCAL OFFICE

TRANSPORTATION FISCAL ANALYST

The Joint Fiscal Office (JFO) is seeking a motivated professional for the position of Fiscal Analyst for transportation finance. This position will work as part of a team to provide legislators with nonpartisan, evidence-based financial and policy analyses, research, forecasts, and recommendations 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 provide public testimony on topics of interest as part of the legislative process. The position will be focused on issues related to transportation finance but will also work on other issues and projects that are covered by JFO. The analyst will be expected to assist the office in other policy areas as needs evolve.

The anticipated pay for this position will be between \$72,630-\$108,940, with potential for an initial offer adjustment based on applicable qualifications and experience. The comprehensive State benefits package includes paid time off, health insurance, and retirement plans. During the legislative session, legislative staff are expected to work in-person in Montpelier with the potential for some remote work during adjournment. Longer work hours are expected during the legislative session (generally January through May).

Education and Experience:

Required:

- Master's degree in economics, business, planning, public administration, or other relevant discipline, or equivalent and relevant work experience.

Required Skills:

- Ability to work independently or as part of a team.
- Excellent written and oral communication.
- Proficient in Excel and data analysis.
- Ability to research state and national financial information to develop fiscal notes and publications on legislation.
- Possesses a general working knowledge of the legislative process.
- Excellent interpersonal skills; ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, executive branch staff, special interest groups, and the general public, while maintaining a high level of social awareness for professional engagement.
- Ability to maintain composure while meeting tight deadlines.
- Ability to make difficult decisions under periods of extreme stress and routinely handle highly sensitive and/or confidential information.

- Ability to analyze and interpret issues and provide nonpartisan, expert information in a political environment.
- Ability to maintain confidentiality and manage politically sensitive work.
- Ability to maintain a flexible schedule, including working extended hours, possibly on nights and weekends.

To apply, please submit in Word or PDF format a resume and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@vtleg.gov. Applications will be reviewed on a rolling basis and the position will remain open until filled. Please put your name and “Transportation Fiscal Staff application” in the subject field of the e-mail.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.