



STATE OF NORTH CAROLINA
invites applications for the position of:

Fiscal Analyst I

JOB CLASS TITLE: GA- North Carolina Legislative Staff

POSITION NUMBER: 30421

DEPARTMENT: General Assembly

SALARY RANGE: \$55,042.00 - \$107,113.00 Annually

RECRUITMENT RANGE: \$55,551 - \$75,000 Annually

SALARY GRADE / SALARY GRADE EQUIVALENT: 12

COMPETENCY LEVEL: Advanced

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Wake County

OPENING DATE: 07/29/20

CLOSING DATE: 08/31/20 5:00 PM Eastern Time

DESCRIPTION OF WORK:

The North Carolina General Assembly is the bicameral legislature of the State of North Carolina, composed of the Senate and the House of Representatives. The North Carolina Constitution grants the General Assembly the authority to make or enact laws; to establish rules and regulations governing the conduct of the citizens, their rights, duties, and procedures; and to determine the consequences of certain actions.

The Fiscal Research Division (FRD) seeks dynamic individuals with strong analytical skills who excel under pressure. FRD analysts are nonpartisan legislative staff and serve as the primary budget and finance staff to the North Carolina General Assembly's 170 legislators as well as its funding and policy committees. The budget issues are complex, diverse, and cross multiple subject areas. FRD analysts, along with other General Assembly nonpartisan staff, have a unique opportunity to provide counsel to policymakers and participate directly in the policy development process.

Fiscal Analyst I Job Duties:

- Working directly with legislators to develop the State's budget and other legislation.
- Analyzing and presenting information on existing and/or proposed programs and policies.
- Providing accurate and reliable data and analysis.
- Making presentations and answering legislators' questions in public committee meetings.
- Developing options to improve program efficiency and effectiveness.
- Composing analyses on the fiscal impact of proposed legislation.

- Collaborating closely with teammates and colleagues to support the legislative process.
- Monitoring agency actions to ensure compliance with legislative intent.
- Working objectively and impartially and adhering to strict confidentiality requirements.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

To meet the duties outlined above, candidates should be flexible, highly motivated thinkers and communicators. In addition, the following specific attributes are sought:

- Ability to work cooperatively and maintain composure under pressure with legislators, legislative staff, colleagues, and the public on a daily basis.
- Clear and concise oral and written presentation skills.
- Demonstrated aptitude for providing high-quality program development and advice.
- Willingness and ability to work extended schedules and to provide on-call support.
- Comfort and proficiency in Microsoft Excel, Word, and PowerPoint or similar products.

Management prefers individuals who are:

- Energized about public policy and delivering nonpartisan objective analysis.
- Creative problem solvers.
- Skilled at quantitative analysis.
- Excellent writers.
- Equally capable of successfully working independently or in a team environment.
- Proficient public speakers.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Education & Experience: We will only consider candidates with either:
 1. A bachelor’s degree plus three years’ experience performing and presenting analyses, preferably in a public policy-related setting; or
 2. A master’s degree plus one year of experience performing and presenting analyses, preferably in a public policy-related setting.
 3. Work experience (internships, client projects, etc.) accumulated while in an academic setting can be applied to meet the experience requirements. Candidates anticipating the completion of a relevant master’s degree by May 2021 are encouraged to apply, provided that they meet all other requirements.
- Public Policy Background: Candidates are expected to have a working knowledge of government functions and experience performing programmatic analyses.
- Computer Skills: Candidates will be expected to demonstrate Microsoft Excel and Word proficiency in any potential in-person interview.

SUPPLEMENTAL AND CONTACT INFORMATION:

NC General Assembly positions are NOT subject to the State Human Resources Act (G.S. 126).

Applicant Instructions:

To apply for the Fiscal Analyst I position, submit the North Carolina General Assembly application packet through the NC General Assembly website:

<https://careers.ncleg.gov/>

To be considered for this posting, applicants **must** submit the following materials in the application packet:

1. A fully completed North Carolina General Assembly application
2. A detailed cover letter, in which the applicant must address:
 - a) All the requirements, preferences, and competencies listed above
 - b) Employment and/or educational experience relevant to the position
 - c) Why the applicant is interested in joining the FRD
1. A current résumé (maximum length – 2 pages)

All applicant materials will be carefully reviewed for content and completeness.

To be considered for the Fiscal Analyst I position, all applicants must submit the General Assembly application packet by 5:00 p.m. on *Monday, August 31, 2020*.

Agency Contact Information:

For additional information or questions about this vacancy announcement, please contact:

John Poteat or Mary Schuler, Fiscal Analysts
Fiscal Research Division
(919) 733-4910

Due to the high volume of applications received, we are unable to provide information regarding the status of your application.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.oshr.nc.gov/jobs/index.html>

Position #30421
FISCAL ANALYST I
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NOTE: Apply to the department listed on posting
An Equal Opportunity Employer, NC State Government

noreply@nc.gov
