



NEVADA LEGISLATIVE COUNSEL BUREAU
FISCAL ANALYSIS DIVISION

POSITION: Management Analyst II

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This is a statewide promotional position that is only available to current State of Nevada employees.

The Fiscal Analysis Division of the Legislative Counsel Bureau is seeking candidates for a full-time, permanent Management Analyst II position.

The Fiscal Analysis Division is a division of the Legislative Counsel Bureau, a nonpartisan agency. The division provides independent review and analysis of budgetary and fiscal matters for the Nevada Legislature during legislative sessions and the interim period between sessions.

The Fiscal Analysis Division staffs the Senate Committee on Finance, the Assembly Committee on Ways and Means, the Senate Committee on Revenue and Economic Development, and the Assembly Committee on Taxation. The Fiscal Analysis Division also staffs the Interim Finance Committee and the Economic Forum.

During interim periods and legislative sessions, this position will work with Senate and Assembly Fiscal Analysts, as well as other staff from the division, to develop and maintain databases and to prepare reports for the Legislature. The position will also assist division leadership in the scheduling, tracking and coordination of work performed by the division. Attention to detail and accuracy is vital to the successful execution of duties assigned to the position. The Fiscal Analysis Division produces a large amount of high quality work under a tight schedule. A moderate amount of overtime during legislative sessions is required.

In the interim period between sessions, the Fiscal Analysis Division staffs interim committees. The person hired for this position may be assigned to assist an interim study or statutory committee with compiling information, conducting research and drafting reports. The position may assist in the review and preparation of materials for Interim Finance Committee meetings. The position will also assist in tracking and analyzing tax and revenue trends and assist the team in preparing information to be

presented to the Economic Forum. The position will complete other research and report preparation projects as assigned.

The position requires excellent editing and proofreading skills, strong organizational skills, the ability to plan and prioritize tasks, and attention to detail. The successful candidate must have the ability to communicate effectively both orally and in writing; compose business correspondence and reports; analyze information, problems or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions. The position requires a high degree of confidentiality and a strong work ethic. The candidate must be able to work independently and with other staff, depending on the assignment.

A Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and two years of professional or paraprofessional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures, or administration of policies and procedures for a program or functional area or an equivalent combination of education and experience. In addition, at least one year of experience using Microsoft Word and Microsoft Excel is required. Please note this is a statewide promotional position that is only available to current State of Nevada employees.

The salary range is \$45,560 to \$67,693 annually (employee/employer-paid state retirement), depending on qualifications and experience. The requirement for 48 hours of furlough leave annually for this position will reduce the salary initially. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance.

Please submit your LCB employment application (required), résumé and a cover letter to Ken Kruse, Human Resources/Accounting, Legislative Counsel Bureau, 401 South Carson Street, Carson City, Nevada 89701. The LCB employment application can be found on the Nevada Legislature website under the heading "Career Openings" (www.leg.state.nv.us). Applications will be accepted until 5 p.m. on Monday, December 2, 2013.