



**LEGISLATIVE COUNSEL BUREAU
FISCAL ANALYSIS DIVISION
POSITION ANNOUNCEMENT**

PRINCIPAL DEPUTY FISCAL ANALYST

APPLICATION DEADLINE: July 14, 2014

POSITION DESCRIPTION

The Legislative Counsel Bureau (LCB), Fiscal Analysis Division is currently accepting applications for a full-time Principal Deputy Fiscal Analyst. This position assists the Fiscal Analysts in the leadership and administration of the duties of Fiscal Analysis Division. The division consists of 30 employees. The LCB is a non-partisan agency.

The division is responsible for assisting the Legislature in reviewing the Executive Budget. The division provides staff support for the Senate Committee on Finance, the Assembly Committee on Ways and Means, the Senate Committee on Revenue, and the Assembly Committee on Taxation during session. The division provides staff support for the Interim Finance Committee and various other committees in the interim period between sessions. The division is required to:

- Thoroughly examine all agencies of the state with special regard to their activities and the duplication of efforts between them.
- Recommend to the Legislature any suggested changes looking toward economy and the elimination of inefficiency in government.
- Ascertain facts and make recommendations to the Legislature concerning the budget of the state and the estimates of the expenditure requirements of the agencies of the state.
- Make projections of future public revenues for the use of the Legislature.
- Analyze the history and probable future trend of the state's financial position in order that a sound fiscal policy may be developed and maintained for the State of Nevada.
- Analyze appropriation bills, revenue bills, and bills having a fiscal impact upon the operation of the government of the State of Nevada or its political subdivisions.
- Advise the Legislature and the members and committees thereof regarding matters of a fiscal nature.

- Perform such other functions as may be assigned to the Fiscal Analysis Division by the Legislature, the Legislative Commission or the Director of the Legislative Counsel Bureau.

Knowledge, Skills, and Abilities Required:

- Exceptional quantitative and analytical skills;
- Effective communication skills, including written communications and the ability to make public presentations;
- Strong customer service skills;
- Sound judgment;
- Ability to foster and maintain a high degree of confidentiality and professionalism;
- Ability to work well with others in a fast-paced and production-oriented environment;
- Knowledge of the state budget and the state budget process;
- Effective problem resolution skills;

Education and Experience:

Bachelor's degree, with a major in business administration, finance, accounting, or a related subject and eight years of progressively responsible experience in the field of governmental budgeting, finance or economics, or a related field, preferably at the state level; or an equivalent combination of education and experience that demonstrates the applicant has the requisite knowledge, skills and abilities to successfully carry out the responsibilities of the position.

Salary and Benefits:

- The salary range for the position is from \$81,139 to \$123,296 under the Employee/Employer paid retirement option. The current requirement for 48 hours each year of unpaid furlough leave will reduce the salary.
- During the legislative session, Principal Deputy Fiscal Analysts are required to work a significant amount of overtime, which is compensated on a straight-time basis.
- Paid holidays, annual leave, sick leave, health insurance are available after the required waiting periods.
- An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>.
- A description of the current health and dental benefits provided to all state employees is available at http://pebp.state.nv.us/all_plan_benefits.htm.

Location:

- This position is located in Carson City, Nevada.

To apply please submit the following:

- A letter of application;
- A current resume, including references; and
- An LCB application, which can be found at www.leg.state.nv.us/openings.

Submit applications and resumes to:

Ken Kruse
Legislative Counsel Bureau
401 S. Carson Street
Carson City, NV 89701-4747
(775) 684-6966
kkruse@lcb.state.nv.us

Submit inquiries to:

Cindy Jones or Mark Krmpotic
Legislative Counsel Bureau
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