



**NEVADA LEGISLATIVE COUNSEL BUREAU
FISCAL ANALYSIS DIVISION
BUDGETARY PROGRAM ANALYST**

The Legislative Counsel Bureau (LCB), Fiscal Analysis Division is a nonpartisan agency, located in Carson City, Nevada, which provides professional independent review and analysis of budgetary and fiscal matters to the Nevada Legislature. The division is responsible for performing an in-depth review and analysis of the Governor's biennial budget recommendations for the Legislature. The division provides projections of expenditures and revenues for the operation of state government to aid the legislative money committees in making budgetary and fiscal policy decisions. The division also assists the Legislature in interpreting data related to the fiscal operations of state and local government; analyzing state government programs for efficiency and effectiveness; and performing research and analyses related to state and local tax policy.

Position Description: Under general direction, the Budgetary Program Analyst is responsible for performing independent analyses, developing alternatives and making recommendations to the Legislature concerning the proposed biennial budget of assigned state agencies. The position also monitors state agency budgets, programs and performance during the interim period between legislative sessions.

The position requires the ability to analyze state agency budgets from a fiscal and programmatic perspective; evaluate the operations of state agencies with respect to efficiency and effectiveness; evaluate agency budget implementation for consistency with legislative intent; develop and summarize findings; and present findings verbally and in writing. The Budgetary Program Analyst must develop an in-depth understanding of their assigned programs and budgets. Other duties include reviewing legislation for fiscal and programmatic impact on government operations.

The position is responsible for the preparation and presentation of a wide variety of information to legislative committees, Executive Branch agencies and other interested parties. The Budgetary Program Analyst must be able to complete assignments under stringent deadlines with a high degree of accuracy. Assignments will have multiple overlapping deadlines; thus, the Budgetary Program Analyst must have strong time management skills. The ability to write in a clear and concise manner is necessary in order to communicate information about complex topics in a manner that can be comprehended by varied audiences with different backgrounds. The Budgetary Program Analyst provides verbal public testimony to legislative committees on budgets, legislation and other fiscal issues. The Budgetary Program Analyst also provides staff support to legislators during public hearings to facilitate effective meetings.

The Budgetary Program Analyst must maintain professional, nonpartisan and positive working relationships with legislators and legislative staff, department heads and managers, agency fiscal staff and other interested persons participating in the legislative process. Personal computer skills, including spreadsheet and word processing capabilities, are required.

Salary and Benefits:

The annual salary for this position is based on a Grade 42, which has a salary range of \$69,739 to \$104,901, based upon the employee/employer paid retirement option. The actual starting salary will be determined based upon experience. Benefits include accrual of paid annual leave, paid sick leave, health insurance and membership in the state's retirement plan. 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 is available at: <https://pebp.state.nv.us/plans/plan-documents/>. Other optional benefits are also available, including a deferred compensation program.

Qualifications: A bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, economics, political science or other closely related fields. Preference will be given to applicants with four years of progressively responsible experience in professional budgeting, financial management or management analysis, or program management; although recent college graduates with less than four years of work experience may also be considered.

Location: This position is located in Carson City, Nevada. The offices of the LCB are principally based in Carson City, within and adjacent to the Legislative Building, although the LCB also maintains offices in Las Vegas. The Legislative Building is approximately 20 minutes from Lake Tahoe, 20 minutes from Reno, and 3.5 hours from San Francisco. The Legislative Building shares grounds with the State Capitol Building and the Supreme Court Building, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City sits at the base of the beautiful Sierra Nevada Mountain range and offers world class skiing and golfing, as well as hiking, biking, and various other outdoor activities and cultural events, not to mention an estimated average of over 265 days of sunshine each year!

Working Environment: The work is performed in a typical office environment. Significant overtime is required during legislative sessions and other times as necessary to meet the demands of the LCB. Overtime is compensated on a straight hourly basis. In addition, in lieu of monetary compensation, some overtime may be taken as compensatory time to allow additional paid time off during the interim periods between the biennial legislative sessions. A flexible work schedule and some work from home may be available during periods other than during the legislative session.

Application Process: All applicants must submit an LCB Employment Application, located at <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/fiscal-division>, along with a cover letter and résumé. **This recruitment will close on Wednesday, June 1, 2022.** Please utilize Microsoft Word or PDF format for application materials. Applications may be emailed to LCBHR-Employment@lcb.state.nv.us, or may be mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources
401 S. Carson Street
Carson City, NV 89701-4747

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(Revised 5/9/22)