

Oregon State Legislature

Legislative Fiscal Analyst

Job Description

Classification Title	Legislative Fiscal Analyst		
Job Code:	9756	Job Family:	Legislative
Pay Grade	15	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	4/2020

GENERAL SUMMARY

Provides research, analysis, evaluation, and recommendations to the Legislature regarding the State's budget, including revenues, expenditures, staffing, agency operations, and program administration. Develops policy and budget recommendations for the Legislative Assembly and assigned Committees.

REPORTING RELATIONSHIPS

Reports to the Legislative Fiscal Officer

DISTINGUISHING CHARACTERISTICS

The Legislative Fiscal Analyst is the first of three levels within the job family of Legislative fiscal analysts. The position focuses on developing and producing statutorily required fiscal impact statements; budget development for small to mid-sized agencies, boards, and commissions; and conducting program evaluations and other budget analyses within particular program areas.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Analyzes proposed legislation to research and produce statutorily required fiscal impact analyses, in consultation with agencies and other stakeholders.
2. Monitors committee actions and maintains communications between the Legislative Policy and Research Office (LPRO) and other committee staff to prioritize fiscal impact analysis workload.
3. Reads proposed legislation and amendments for program area to identify state agencies and/or local government entities that may be affected by measure and consults with Legislative Counsel on legal policy and budget bill language.
4. Requests fiscal impact information from relevant state agencies and local governments for proposed legislation. Reviews data and narrative information received from affected state agencies and local governments.

5. Trains state agencies and local government officials on the preparation and transmittal of fiscal impact data on legislative measures pending before the Legislature for the accurate production of the officially statutorily required fiscal impact statements required for all pending legislative measures during a legislative session.
6. Writes fiscal impact statements on measures and provides to assigned budget analyst for review. Makes edits and releases statements to the requesting committee.
7. Review written fiscal impact statements of assigned agencies for objectivity, analytical soundness, and clarity. Resolves any issues with writer.
8. Provides staff support to the Joint Committee on Ways and Means, Emergency Board, Joint Legislative Audit Committee, Joint Legislative Committee on Information Management and Technology, Transparency Oregon Advisory Committee, and other committees, task forces, and work groups.
9. Writes committee recommendation memos, emergency board analyses, budget reports, committee/floor speeches, and various other reports. Drafts proposed amendments for bills in committees staffed by LFO. Confers with Legislative Counsel in drafting measures and amendments.
10. Ensures the timely posting and filing of committee documents. Responds to requests for materials, research, or investigations.
11. Acts as consultant to the Legislature regarding fiscal and budget issues. Coordinates workgroups and other meetings of interest groups. Participates in special assignments to assist in advising legislatively created committees, commissions, and task forces. Testifies in front of legislative committees on the details of fiscal impact analyses and other budget information.
12. Carries out fieldwork, conducts research, and produces reports in assigned areas.
13. Writes highlights reports of session budgetary actions and detailed analysis reports of the legislatively adopted budget by agency and program. Assists in the preparation of various documents published by the office.
14. Identifies and proposes interim studies and audits to evaluate the performance of various programs for assigned agencies and program areas.
15. Prepares for the budget process by reviewing state agency budget execution and operations, monitoring agency expenditures and program implementation, and analyzing and reviewing agency budget spend plans.
16. Makes budget recommendations to the legislature.

KNOWLEDGE, SKILLS & ABILITIES.

- **Knowledge of:**
 - Research methods

- Economics
 - Political science and public policy
 - Finance and accounting
 - Auditing principles and practices
 - Management principles involved in strategic planning
 - Resource allocation
 - Oregon government operations
 - State and federal laws governing the operations and programs of state agencies in assigned program areas
 - The legislative process, budget policy, budget development principles
 - Applicable laws and the ethical standards for the office
 - The three branches of government, the separation of powers, and the ability and parameters of each branch to respond to the actions of the other branches
 - Adobe and Microsoft Office applications
 - State systems, such as the Fiscal and Revenue Impact System (FIS/RIS), Staff Measure Summary Systems, ORBITS, WORKDAY, and Financial Management System software applications
- **Skill in:**
 - Time management and planning
 - Written and verbal communication
 - Critical thinking and problem-solving
 - Proofreading and editing
 - Analyzing program outcomes, trends, and budget status
 - Information retrieval and documentation
 - Facilitating meetings and work groups
- **Ability to:**
 - Gather, analyze, synthesize, and disseminate information
 - Remain nonpartisan and unbiased
 - Find, read, interpret, and apply applicable statutes, administrative rules, and constitutional provision
 - Extrapolate, examine, and use information and data to ascertain facts and translate technical information into concise documents
 - Evaluate qualitative information and knowledge of quantitative methods
 - Explain technical information in an easy-to-understand manner to groups with a wide range of technical knowledge
 - Pay close attention to detail, multitask, and manage time effectively,
 - Present information to committees and make recommendations for changes in statutes, policies, procedures, budgets, staffing and performance measurements
 - Propose and analyze statutory changes

MINIMUM JOB REQUIREMENTS

Bachelor's degree and three (3) to five (5) years of related experience.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment. Can work in a potential contentious environment due to the nature of fiscal impact statements and the potential need to explain and defend the fiscal impact statements in front of legislative committees during a legislative session.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.