

**Oregon State Legislature
Senior Legislative Fiscal Analyst
Job Description**

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| Classification Title | Senior Legislative Fiscal Analyst | | |
| Job Code: | 9752 | Job Family: | Legislative |
| Pay Grade | 17 | Date Reviewed: | |
| FLSA Status | Exempt | Date Revised: | 4/2020 |

GENERAL SUMMARY

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

REPORTING RELATIONSHIPS

Reports to the Legislative Fiscal Officer.

DISTINGUISHING CHARACTERISTICS

The Senior Legislative Fiscal Analyst is the senior level of the career family and performs analysis and research on larger, more complex budget assignments and attendant policy decisions. Much time is spent on budget development. The position is experienced in the legislative process and collaborates with and has more involvement with elected officials and agency management.

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. Evaluates requested and approved agency resources and expenditures for sufficiency and sound fiscal stewardship.
2. Tracks, verifies, and updates agency expenditures. Notes and investigates discrepancies and reports information to ensure that budgets remain in balance.
3. Translates information into policy choices and recommendations. Presents recommendations to legislators and other policy makers. Helps to define policy goals, explains the impact of policy choices, and suggests alternative funding sources, service delivery models, performance metrics, and budget reductions or additions.
4. Creates and pull written and financial reports for use by management and policy makers. Creates charts, graphs, and tables to summarize information.

5. Evaluates existing and proposed legislation. Drafts legislation and amendments.
6. Staffs the Joint Committee on Ways and Means, the Emergency Board, their subcommittees, the Joint Legislative Committee on Information Management and Technology, the Joint Legislative Committee on Audits, and a variety of workgroups. Develops and presents summary information and overviews of committee rules and budget processes. Formulates agendas. Compiles and shares meeting materials.
7. Creates publications that represent that historical and official record to be used by the Ways and Means Committee in their deliberations and actions.
8. Reviews Fiscal Impact Statements for objectivity, accuracy, analytical soundness, and clarity.
9. Monitors the agency budget and program implementation.
10. Researches and compiles data in response to questions from legislative leadership, caucus offices, and various councils and conferences.

KNOWLEDGE, SKILLS & ABILITIES.

- **Knowledge of:**
 - Agency revenue and expenditure categories
 - Debt management
 - Accounting and auditing principles and practices
 - Constitutional, statutory, and federal fiscal provisions
 - Legislative processes, practices, and rules
 - Budget processes
 - Historical and policy expenditure information, such as caseloads and trends, state and national best practices, agency administrative rules, agency personnel classification and compensation, and contracting practices and rules
 - Legislative drafting conventions
 - Oregon Constitution
 - Oregon Legislative Information System
 - Bill Tracking System
 - Staff Measure Summary database system
 - State agency operations, government finance, budgeting, and state financial, budgeting, and personnel systems
- **Skill in:**
 - Researching, analyzing, and interpreting short- and long-term revenue and expenditure patterns
 - State budget accounting and personnel databases
 - Problem-solving and critical thinking
 - Time management
 - Verbal and written communication

- **Ability to:**
 - Quantify and describe budget policy change proposals, alternatives, and recommendations
 - Calculate and model estimated resource needs and alternatives
 - Compile information from multiple sources
 - Interpret and apply statutes, administrative rules, and constitutional provisions
 - Remain nonpartisan and unbiased in work

MINIMUM JOB REQUIREMENTS

Bachelor's degree and five (5) to seven (7) 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.

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.