



STATE OF VERMONT
JOINT FISCAL OFFICE

APPROPRIATIONS FISCAL STAFF

The Joint Fiscal Office seeks to hire a fiscal staff position for one of the Appropriations Committees. This position provides fiscal analysis and policy support to one of the Committees on Appropriations, as well as joint, study and standing committees that focus on fiscal matters. This position will work with the Committee as a member of the Joint Fiscal Office budget team to help prepare and analyze the various appropriations bills, as well as assist with financial analysis of other policy bills that come through the Committee. Additionally, this position works with other fiscal staff assisting legislators on a variety of fiscal and policy issues. The Joint Fiscal Office (JFO) is a nonpartisan office that provides fact-based financial and policy analyses, research, forecasts, and recommendations to the Vermont State Legislature.

The title of the position, and the associated compensation, will be determined based on applicable qualifications and experience.

- Fiscal Analyst: \$72,630-\$108,940
- Senior Fiscal Analyst: \$80,600-120,935
- Principal Fiscal Analyst: \$86,130-\$137,575
- Associate Fiscal Officer: \$91,060-\$155,035

The comprehensive State benefits package includes paid time off, health insurance, and retirement plans. During the legislative session, legislative staff are expected to work in-person in Montpelier with the potential for some remote work during adjournment. Longer work hours are expected during the legislative session (generally January through May).

Education and Experience:

Required:

- Master's degree in economics, business, planning, public administration, or other relevant discipline, or equivalent and relevant work experience.
- Experience in a professional working environment.

Required Skills:

- Ability to work independently and as part of a team.
- A comprehensive understanding of budget building and ability to analyze and evaluate budget submissions and underlying budget assumptions.
- Excellent written and oral communication. Comfortable with speaking in front of others, demonstrating clarity and precision.
- Proficient in Excel and data analysis.
- Ability to research state and national financial information to develop fiscal notes and publications on legislation.

- Ability to analyze and interpret issues and provide nonpartisan, expert information in a political environment.
- Ability to maintain confidentiality and manage politically sensitive work.
- General working knowledge of the legislative process.
- Excellent interpersonal skills; ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, executive branch staff, special interest groups, and the general public.
- Ability to maintain composure while meeting tight deadlines.
- Ability to make difficult decisions under periods of extreme stress and routinely handle highly sensitive and/or confidential information.
- Ability to maintain a flexible schedule, including working extended hours, possibly on nights and weekends.

To apply, please submit in Word or PDF format a resume and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@vtleg.gov. Applications will be reviewed on a rolling basis and the position will remain open until filled. Please put your name and “Appropriations Fiscal Staff application” in the subject field of the e-mail.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.