



Legislative Services Office

Supporting Idaho's First
Branch of Government

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Website:
www.legislature.idaho.gov

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Non-Classified Opening

Legislative Services Office

Open for Recruitment: April 20 – June 3, 2023

Starting Salary Range: \$59,300 – \$69,300 DOE [-Plus Competitive Benefits!](#)

Location: Idaho State Capitol, Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Legislative Services Office is accepting applications for the position of

Budget and Policy Analyst

RESPONSIBILITIES: Provide professional, independent, **non-partisan** staff support to the Joint-Finance-Appropriation Committee (JFAC) and the entire Legislature in developing the state budget each year.

- The incumbent will be assigned selected state agencies and programs and will provide analysis of annual agency budget submissions, of how those programs function, what the various budget and policy issues are for those agencies, how well those agencies are performing their responsibilities, and how different funding options will impact those programs.
- The incumbent will provide that expertise to the Legislature through written reports and publications, electronic presentations and oral testimony before JFAC and other committees.
- The Idaho Legislature meets from January through March each year, but also has numerous interim meetings, activities and directed research projects throughout the year.
- Some statewide travel is required to attend interim meetings and assigned agency board and commission meetings.

MINIMUM QUALIFICATIONS:

- A graduate degree from an accredited college or university is preferred, but relevant experience in public or business administration, social science research or a related field along with a bachelor's degree can substitute.
- Knowledge of public and/or private sector budgeting and financial practices.
- The ability to write clearly and express ideas through research and reporting applications, including information collection, evaluation and presentation of results.
- Experience speaking before groups and delivering organized presentations.
- General knowledge of federal, state and local government structures and political processes.

ABOUT LEGISLATIVE SERVICES:

- Flexible Schedules
- Career long learning opportunities
- Service First Culture
- Opportunity to play an integral role in Government.

To Apply: Mail or email cover letter and resume by **Friday, June 3, 2023 to:**

**Budget and Policy Analysis Division
Legislative Services Office
P.O. Box 83720
Boise, ID 83720-0054**

Email: jobapp@lso.idaho.gov

For additional information see Legislative Services website at: www.legislature.idaho.gov

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Idaho Legislative Services Office.