



## Legislative Services Office

Supporting Idaho's First  
Branch of Government

### Contacts:

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### Website:

[www.legislature.idaho.gov](http://www.legislature.idaho.gov)

### Email:

[jobapp@lso.idaho.gov](mailto:jobapp@lso.idaho.gov)

## Non-Classified Opening

# Legislative Services Office

**Open for Recruitment: March 10 – April 4, 2025**

**Starting Salary Range: \$63,000 – \$70,000 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 I

**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 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 can be substituted.
- General knowledge of accounting and auditing principles, techniques, and procedures.
- Working knowledge of, or the ability to learn: budgeting principles, techniques, and procedures, research methods, information collection, evaluation techniques, economic principles, and Idaho's government revenue structure.
- Working knowledge of, or the ability to learn: Idaho's budget development model, appropriations, and management control processes; Idaho's legislative and political processes and procedures; federal regulations and state codes regarding financial management and budgeting system.
- Working knowledge of data processing concepts and applications; using PC-based information systems for analysis and evaluation of financial data to produce meaningful reports to JFAC Committee members.
- Ability to exercise superior analytical skills; establish and maintain effective working relationships with all levels of state agency organizations, legislators of all political parties, and the public; communicate concisely and effectively in both oral and written form, often under extreme time constraints and periods of stress, using considerable independent judgment.

### **ABOUT LEGISLATIVE SERVICES:**

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

**To Apply:** Mail or email a cover letter and resume by **Friday, April 4, 2025, to:**

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

Email: [jobapp@lso.idaho.gov](mailto:jobapp@lso.idaho.gov)

For additional information see the Legislative Services website at: [www.legislature.idaho.gov](http://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.