



People Making  
A Difference!

Idaho  
State Government

Legislative Services  
Office

**Contacts:**

**Paul Headlee,**  
Division Manager  
Budget and Policy Analysis  
pheadlee@lso.idaho.gov

Or

**Terri Kondeff, Deputy  
Director**  
tkondeff@lso.idaho.gov

700 W. Jefferson  
P.O. Box 83720  
Boise, ID 83720-0054

**Website:**

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

**Email:**

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

**Non-Classified  
Opening**

# Budget and Policy Analyst

## Non-Classified Classification

**Open for Recruitment: October 28 – November 27, 2020**

**Announcement # NONCLS0**

**Starting Salary Range: \$55,000 – \$58,000 DOE [-Plus Competitive Benefits!](#)**

**Location:** 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 a 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 two annual 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.
- Experience with or knowledge of tax policy and economic development is a plus.
- 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.
- Willingness to work long irregular hours that are common during the legislative session.
- General knowledge of federal, state and local government structures and political processes.
- Working knowledge of spreadsheet and database applications.

**To Apply:** Mail or email cover letter and resume by

**Friday, November 13, 2020 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 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.