



People Making
A Difference!

Idaho
State Government

Legislative Services
Office

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Non-Classified
Opening

Budget and Policy Project Specialist

Non-Classified Classification

Open for Recruitment: July 1 – July 21, 2021

Announcement # NONCLS0

Starting Salary Range: \$54,000 – \$57,000 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 Project Specialist

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:

- Conduct research related to the state of Idaho budget process
- Work with spreadsheets (MS Excel) and databases (MS Access)
- Implement quality control procedures on work products
- Be responsible for coordinating and editing various budget publications
- Assist and coordinate with the Division Manager on daily workflow and office logistics
- Be responsible for JFAC logistics including schedules, agendas, and managing ballots

MINIMUM QUALIFICATIONS:

(1) A degree from an accredited college or university. (2) Excellent organizational skills. (3) Desktop publishing skills and the ability to format and combine text, numerical data, charts, and other visual elements. (4) The ability to do research, write clearly, and express ideas through issue briefs and occasional presentations. (5) Working knowledge of spreadsheet and database applications.

ADVANCED SKILLS:

Advanced skills using software such as Adobe InDesign, Power BI Dashboards, or Tableau are a plus.

To Apply: Mail or email cover letter and resume by

Friday, July 21, 2021 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.