



## Legislative Services Office

Supporting Idaho's First  
Branch of Government

### Contacts:

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**Director**

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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: July 3 – July 19, 2024**

**Starting Salary Range: \$31.25 – \$40.87 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*

## Information Technology Research Analyst

**RESPONSIBILITIES:** Provide professional, independent, **non-partisan** research support to the Idaho Legislature regarding impacts, efficiencies, or cost-benefits of various policy decisions.

- The incumbent will work within a team of research analysts to provide research and technical expertise on various state agency information technology programs or proposed projects for accountability and value to the State of Idaho. This will include collecting, analyzing, and interpreting data to help the Idaho Legislature make informed decisions regarding information technology investments.
- The incumbent will provide expertise to the Legislature through written reports, publications, memoranda, briefs, electronic presentations, dashboards, and/or oral testimony before committees. Projects and work products will range from single-item requests with quick completions to longer more in-depth projects and reviews.
- 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 may be required to attend interim meetings or state agency board and commission meetings.

### **MINIMUM QUALIFICATIONS:**

- A bachelor's degree from an accredited college or university in information technology, computer science, business administration, or a related field is preferred; however, relevant experience within state or local government may substitute for education.
- Additional certifications or specialized training are advantageous. For instance, experience with Geographic Information Systems (GIS) or infographics and their applications within public policy is desired.
- Excellent communication skills and the ability to translate and communicate technical information and jargon to the legislative audience and the public is required. The capability to create clear and concise presentations to meet project objectives is expected.
- Ability to dissect technical data and draw meaningful conclusions to incorporate into reports and infographics is required. Excellent problem-solving skills and attention to detail are required to succeed in this job.
- A working knowledge of industry and government trends in development, contracting, or purchasing of information technology software and hardware is needed. This will require knowledge of programming languages, databases, and standard operating procedures.

- Knowledge of evaluation principles, procedures, and study designs to ensure rigor, objectivity, and quality are needed. This includes documentation techniques and quality control measures.
- Working knowledge of, or the ability to learn, the common data systems used in state government for the retrieval of budgetary, financial, and personnel information.
- Ability to establish and maintain effective working relationships with all levels of state agency organizations, legislators of all political parties, and the public. Frequent communication with legislators, either individually or in groups, is expected.

**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 **July 19, 2024** to:

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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.