



## 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: May 22 – June 7, 2024**

**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*

## 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 to research various state agency programs for accountability and value to the State of Idaho.
- The incumbent will provide expertise to the Legislature through written reports, publications, memoranda, briefs, electronic presentations, dashboards, and 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 graduate degree from an accredited college or university is preferred, but relevant experience in state or local government budgeting, finance, auditing, public policy, economics, or evaluation may substitute for education.
- Excellent communication skills and judgment to meet project objectives is required.
- Working knowledge of evaluation or auditing principles, procedures, and study designs to ensure rigor, objectivity, and quality. Excellent analytical skills, documentation techniques, and quality control measures are needed.
- Working knowledge of survey methodology and sampling plans, interview techniques, and quantitative and qualitative statistics is desired.
- Ability to research legislative history, write clearly, and communicate effectively with the legislative audience and the public. Distill complicated data sets and concepts into multiple formats, reports, and infographics.
- 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 June 7 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.

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