

# OKLAHOMA SENATE

## VACANCY ANNOUNCEMENT

### Fiscal Analyst

The Oklahoma Senate is receiving applications and resumes for the position of Fiscal Analyst (see attached job description).

#### Duties:

- Primary duties involve detailed analysis of state agency budget work programs, budget requests, and program performance measures and outcomes.
- Drafts appropriation bills and prepares summaries of agencies under subcommittee jurisdiction as assigned.
- Conducts research and prepares written reports concerning issues relative to subcommittee assignment.
- Provides staff support for various subcommittees for the Appropriations Committee and the associated state agencies.
- Other duties as assigned.

#### Education and Experience Requirements:

- Bachelor's degree from an accredited college or university is required. Completion of a graduate degree is preferred.
- One (1) year of previous experience in legislative work or with governmental or private entities, or with institutions relevant to areas of assignment is preferred, but not required for initial employment.
- One (1) year of previous experience in Tableau Desktop is preferred.
- Proficiency using spreadsheets is required.

#### Salary:

- Salary range is commensurate with education and relative work experience. Full state employee's benefit package included.

Mail or Deliver resume and/or completed application form to:

Oklahoma Senate, HR/Personnel Services  
2300 North Lincoln Blvd., Room 309.1C  
Oklahoma City, OK 73105-4808

OR

Email: [hrsenate@oksenate.gov](mailto:hrsenate@oksenate.gov)

<b>FISCAL ANALYST GENERALIST</b>
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**DEFINITION:**

Under general administrative direction: (1) analyzes existing and potential fiscal issues and assigned state agency budgets; (2) conducts research relevant to assigned subcommittee(s) of the Appropriations Committee and the associated agencies of state government; (3) writes appropriation legislation and other fiscal documents; (4) organizes the activities of assigned Senate Appropriations subcommittee, interim committees, special committees, task forces and joint legislative committees; (5) reviews the operations of state agencies with a view toward efficiency and meeting statutory purposes; and (6) performs other related duties as required and assigned.

Incumbents in this position perform responsible technical work in analyzing budget requests, providing recommendations on various budget proposals and conducting studies and research to determine state agency fiscal needs. Incumbents in this position may exercise supervisory control over other staff conducting a variety of tasks related to the budgetary process, and work on specific assignments and projects in addition to normal assigned duties.

Incumbents also typically assist in the formulation of legislative policy decisions, and initiate policy proposals for consideration by the legislature. Many significant detailed decisions must be made independently without specific consultation with higher authorities. The volume of reports and information prohibit constant verification or review, yet an error in judgment in one of these details could have serious negative impact such as over-extension of available funds, under-utilization of available money, inadequate funding for agency needs, failure of programs and services to be implemented due to lack of funds, loss of matching local or federal money, non-compliance of agency due to lack of funds, disproportionate division of funds or inappropriate use of the state's money.

**EXAMPLES OF WORK PERFORMED:**

1. **ANALYSIS:** Conducts research and policy analysis on a variety of fiscal topics and issues when requested to do so by individual Senators, committees or administrators; analyzes and organizes information, material and data from printed and electronic sources, or from consultation with appropriate individuals or groups; uses statistical or other analytic techniques as appropriate to review agency spending decisions; reviews, analyzes and prepares written summaries and background material for agency budgets or programs; confers with technical experts, consultants, agency, board and commission administrators and personnel, lobbyists, attorneys and legislative analysts to identify and

determine public policy issues, the fiscal ramifications and the impact upon affected populations and entities of proposed budget decisions and issues before the Senate.

May be called upon to make formal presentations to subcommittee(s), committee, and agencies concerning budgetary or related matters.

**2. RESEARCH:** Determines probable significance and impact of budget and fiscal alternatives and issues; prepares studies including statistics and charts concerning tax revenues, income generated by agencies, program performance, personnel and expenditures; develops information exchange and data resource networks through contact with research and technical groups, legislative organizations, professional and occupational associations, universities and academic groups, lobbyists and federal, state and local governmental agencies, entities and officials; organizes ideas into coherent, logical, well-supported statements of facts and evaluations of alternative policies; prepares research results into both standardized and special formats; proposes, develops and conducts long-range, in-depth interim studies and research projects at the direction of Senators and administrators.

May be called upon to make formal presentations to subcommittee(s), committee, and agencies concerning budgetary or related matters.

**3. BILL WRITING:** Writes legislation including appropriation bills, resolutions, committee, floor and conference committee substitutes, and committee and floor amendments on fiscal issues; confers with bill authors to determine desired purpose, intent and specific provisions to be included in programs or budgets; collaborates with staff attorneys and statute editors to determine whether prepared measures comply with the author's intent, with Oklahoma constitutional provisions, existing state laws, Attorney General opinions and relevant case law and conform to technical requirements and acceptable Senate bill drafting standards; when appropriate, contacts and makes inquiry of representatives of agencies, boards and commissions, lobbyists or others affected by proposed legislation; develops and maintains detailed and extensive base of knowledge and resources necessary for formulating and presenting legislative policy options and writing legislation.

**4. COMMITTEE ORGANIZATION:** Assists subcommittee chair with committee organization, legislation or budgets assigned to the subcommittee and agendas for all meetings; ensures preparation and distribution of meeting agendas and notices in compliance with Oklahoma Open Meeting Act requirements; maintains records on legislation, executive nominations and administrative rules and regulations assigned to committee; prepares status reports and summaries for chairmen and members; prepares or supervises the preparation of all materials required for committee meetings; notifies and schedules interested parties for committee meetings; advises chair regarding Senate

and Joint Rules governing the procedures and conduct of subcommittee meetings, public hearings and handling of bills, and Senate policies, state laws or other matters affecting the committee process and procedure; supervises the preparation of reports of subcommittee actions; initiates and oversees the clerical preparation of meeting materials, notices and agendas, mailings, routine meeting arrangements, and other correspondence.

**5. AGENCY OVERSIGHT:** Monitors and evaluates actions, programs, rules and regulations of agencies, boards and commissions of which the subcommittee(s) of assignment is vested with budget oversight; attends appropriate agency, board and commission meetings and reviews minutes, reports, written proposals and literature; prepares summaries, suggested responses and budget or other financial options for consideration by members of the Senate. Coordinates, consults, and monitors agency directors, comptrollers, or finance officers in implementing new programs, modifying budgetary processes, or resolving budgetary problems.

**6. FISCAL RESPONSIBILITY:** Either independently or with the assistance of the Subcommittee Chair and/or Fiscal Director prepares, evaluates, modifies, and monitors reports on State funds, ranging from \$50 million to over \$1 billion, for subcommittee(s). Assists subcommittee chair in preparing proposal for use of new state dollars assigned to subcommittee(s). Monitors subcommittee(s) appropriations to assure funds are not over appropriated. Tracks designated program(s) and/or Fund(s) and develops models for future growth, fiscal impact or other needs of program(s) as the area relates to the subcommittee(s) and/or state government as a whole. Assists the Chair of Appropriations as well as the Subcommittee Chair in their budget negotiations with the House of Representatives. Works with both chambers of the Legislature to draft the proper oversight legislation of agency budgets.

**7. TABLEAU:** Responsibilities will include building dashboards in Tableau to provide Senators with data to make budget and policy decisions; develop interactive visualizations utilizing various reporting components from multiple data sources; identify, analyze, and interpret trends or patterns in complex data; and convert analyses into actionable recommendations for Senators.

**8. RELATED DUTIES:** Prepares issue papers (research reports analyzing issues in summary form) for Senate members and administrators; prepares summaries of all budget actions taken by assigned committees routinely, and as part of the Fiscal Staff end-of-session legislative summary document; develops and prepares background information for use by Senators making public appearances; drafts correspondence in response to constituents at the request of Senators; makes written and oral presentations

to legislative committees, individual Senators, professional associations, interest groups and constituents regarding budgets, fiscal issues, legislative actions and procedures as required by members of the Senate; may assist administrators in interviewing applicants for Fiscal Analyst positions; assists in training and supervising entry-level fiscal analysts or college-level interns; attends meetings and public functions as a representative of the Senate upon request. Performs related work as required and assigned. May supervise technical and clerical staff; develops material to aid in the training of new fiscal analysts.

### **KNOWLEDGE AND SKILLS:**

Knowledge of appropriate resources and sources of materials; of principles and practices of governmental budgeting; of policy analysis; of fiscal research and analysis including program evaluation methodology; experience using Excel spreadsheets; of state's financial management systems; of the legislative process and terminology; of state and federal laws and regulations governing legislative budgeting; of the methods and procedures for estimating tax revenues and agency-generated funds; of fiscal operations and programs of assigned state agencies; in conducting cost benefit analysis; and of state agencies' accounting procedures.

Skill in establishing and maintaining discreet and effective working relationships; in diplomatically and effectively interacting with legislators, government officials, interest groups, constituents and co-workers; in reading and interpreting statutes; in organizing and presenting data and information clearly and concisely; in independently making decisions; in explaining financial and budgetary problems to non-financial managers and legislators; in anticipating revenues and policy problems on a statewide basis; in projecting and analyzing revenues and expenditures; in independently working; in simultaneously coordinating several projects; in meeting deadlines and adjusting work schedules as necessary to do so; and in complying with management directions.

### **EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college or university is required. One (1) year experience in legislative work or with governmental or private entities, or with institutions relevant to areas of assignment is preferred, but not required for initial employment. A graduate degree is preferred.

NOTE: No substitution of experience will be allowed for a bachelor's degree.

**SPECIAL REQUIREMENTS:**

Some positions may require education or experience in a specialized or specified field.