The Legislative Counsel Bureau (LCB), Fiscal Analysis Division is a nonpartisan agency, located in Carson City, Nevada, which provides professional independent review and analysis of budgetary and fiscal matters to the Nevada Legislature. The division is responsible for performing an in-depth review and analysis of the Governor's biennial budget recommendations for the Legislature. The division provides projections of expenditures and revenues for the operation of state government to aid the legislative money committees in making budgetary and fiscal policy decisions. The division also assists the Legislature in interpreting data related to the fiscal operations of state and local government; analyzing state government programs for efficiency and effectiveness; and performing research and analyses related to state and local tax policy.

The Position
This recruitment is for a Budgetary Program Analyst for the 2021 Legislative Session. The employment period will be from August 2020 to mid-June 2021. The Budgetary Program Analyst may be offered permanent employment following the Legislative Session if funding is available.

Under general direction, the Budgetary Program Analyst is responsible for performing independent analyses, developing alternatives and making recommendations to the Legislature concerning the proposed biennial budget of assigned agencies. The position also monitors state agency budgets, programs and performance during the interim period between legislative sessions.

The position requires the ability to analyze state agency budgets from a fiscal and programmatic perspective; evaluate the operations of state agencies with respect to efficiency and effectiveness; evaluate agency budget implementation for consistency with legislative intent; develop and summarize findings; and present findings verbally and in writing. The Budgetary Program Analyst must develop an in-depth understanding of their assigned programs and budgets. Other duties include reviewing legislation for fiscal and programmatic impact on government operations.

The position is responsible for the preparation and presentation of a wide variety of information to legislative committees, Executive Branch agencies and other interested parties. The Budgetary Program Analyst must be able to complete assignments under stringent deadlines with a high degree of accuracy. Assignments will have multiple overlapping deadlines, thus the Budgetary Program Analyst must have strong time management skills. The ability to write in a clear and concise manner is necessary in order to communicate information about complex topics in a manner that can be comprehended by varied audiences with different backgrounds. The Budgetary Program Analyst provides verbal public testimony to legislative committees on
budgets, legislation and other fiscal issues. The Budgetary Program Analyst also provides staff support to legislators during public hearings to facilitate effective meetings.

The Budgetary Program Analyst must maintain professional, nonpartisan and positive working relationships with legislators and legislative staff, department heads and managers, agency fiscal staff and other interested persons participating in the legislative process. Personal computer skills, including spreadsheet and word processing capabilities, are required.

**Minimum Qualifications**
In order to qualify, candidates must have obtained a Bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, economics, political science or other closely-related field. Preference will be given to applicants with four years of progressively responsible experience in professional budgeting, financial management or management analysis, or program management; although recent college graduates with less than four years of work experience may also be considered.

**Salary**
The salary range is from $69,739 to $104,901 annually (employee/employer-paid state retirement), depending on qualifications and experience. The salary range for recent college graduates with less than the required experience may be adjusted to a level comparable to an entry-level professional position. Budgetary Program Analysts are required to work a significant amount of overtime in preparation for and during legislative sessions, which are convened in odd-numbered years. All overtime is compensated on a straight-time basis.

Benefits included medical, dental, vision care, life and disability insurance program; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; and a state defined benefit retirement plan. State employees do not contribute to Social Security; however, a small Medicare deduction is required. An employer-paid retirement contribution plan is available at a reduced gross salary. An explanation of the retirement options and information regarding state retirement benefits may be accessed at [http://nvpers.org/](http://nvpers.org/). A description of the current health and dental benefits provided to all state employees is available at [http://pebp.state.nv.us](http://pebp.state.nv.us). Other optional benefits are also available, including a deferred compensation program.

**Application Process**
Applicants must submit an LCB Employment Application, a letter of interest and a current résumé.

LCB Employment Application link: [http://www.leg.state.nv.us/App/CareerOpenings/A/](http://www.leg.state.nv.us/App/CareerOpenings/A/).

Application materials must be received by Friday, August 7, 2020, by 5:00 p.m. Application materials may be emailed in a Word or PDF format to kkruse@lcb.state.nv.us. Applications may also be mailed to:

Legislative Counsel Bureau  
Attn: Ken Kruse - Human Resources/Accounting  
401 S. Carson Street  
Carson City, NV 89701-4747

Please direct inquiries about the position to Cindy Jones or Mark Krmpotic at (775) 684-6821.

**NOTE:** The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation or disability.