



Fiscal Analyst-Capital Outlay

The **Legislative Finance Committee (LFC)** is recruiting to fill an entry level **Fiscal Analyst-Capital Outlay** position. We are recruiting for motivated and talented professionals who are interested in budget and public policy.

The capital outlay analysts are responsible for reviewing and developing preliminary funding recommendations to the Legislature for state-owned-operated facilities. The process may include assessing criteria and guidelines for infrastructure projects, performing site visits, reviewing and understanding Infrastructure Capital Improvement Plans, collaborating and meeting with executive agencies, assisting in the development and presentation of briefs and quarterly report updates and other capital-related issues, assisting in effective and accurate means of tracking and monitoring of operating and capital revenues and expenditures for local and state agency projects; assisting legislators, government entities, and the general public with capital issues, and providing other financial oversight as assigned.

Desirable Qualifications

Bachelor's degree required; an advanced degree, construction management or experience in state governmental accounting and finance is desirable. Spreadsheet and database applications, and statistical and mathematical procedures such as cost-benefit analysis is desirable. Strong written and oral communication skills are essential. State government experience is desirable, including knowledge of capital outlay oversight or public/higher education.

Preference may be given to applicants with legislative and/or budget and policy experience.

Compensation and Reporting

Fiscal Analysts work under the direction of the Deputy Director for Budget and Fiscal Review and the Director of LFC. This position is exempt from civil service law and is non-partisan. Annual compensation reflects the marketplace, depends on qualifications, and includes a comprehensive benefits package available to all state employees.

Application Procedure

Persons interested in the LFC positions should submit the following information:

- 1) letter of interest specifically addressing the qualifications described in this announcement;
- 2) current resume;
- 3) a writing sample; and a
- 4) list of professional references.

Application packages should be sent via email or regular mail to:

Mr. Charles Sallee, Deputy Director
Legislative Finance Committee
325 Don Gaspar, Suite 101
Santa Fe, NM 87501

Charles.sallee@nmlegis.gov

**Application Deadline:
Ongoing until filled**
