



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.

Analysts have a high degree of autonomy and are expected to become an expert in their assigned policy area, develop their own work plan, schedule meetings and site visits, and produce regular reports on policy and financial issues. In addition, analysts work with agency staff to verify agency performance and help shape budget and programmatic priorities. While most work is done independently, analysts collaborate with other LFC staff and work with mentors on assigned projects. Analysts are responsible for developing committee briefing materials, budget recommendations, and presentations to the Legislature. Analysts often report directly to the LFC director and committee members on issues of importance.

Essential Qualifications

- Bachelor's degree in an appropriate field;
- Strong written and oral communication skills;
- Familiarity with Microsoft products (Word, Excel, and PowerPoint);
- Ability to work independently.

Preferred Qualifications

- Master's degree
- Experience in budgeting or accounting;
- Experience in policy analysis;
- Legislative experience.

Compensation and Reporting Relationship

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 to: Annamae.Montoya@nmlegis.gov

**Application Deadline:
Open Until Filled**

The LFC is an equal opportunity employer. Staff appointments are made without regard to race, color, religion, sex, national origin, political affiliation, age, disability, or other non-merit factors and solely on the basis of fitness for the job.