



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**The Joint Fiscal Office seeks to hire a Fiscal Analyst**

The Vermont Joint Fiscal Office (JFO) is seeking a motivated professional for the position of Fiscal Analyst. This position will work as part of a team to provide legislators with nonpartisan, evidence-based financial and policy analyses, research, forecasts, and recommendations on a variety of fiscal and economic issues.

The role requires working with legislators, legislative counsel, Executive Branch agencies, and other stakeholders to develop public policy analysis and provide public testimony on topics of interest as part of the legislative process. The position may be focused on issues related to economics, workforce, revenues, demographics, and energy and will also work on other issues and projects that are covered by JFO. The analyst will be expected to assist the office in other policy areas as needs evolve.

**Required Skills:**

- Ability to work independently or as part of a team.
- Excellent written and oral communication.
- Strong critical thinking skills and attention to detail combined with a keen interest in public policy analysis.
- Spreadsheet and complex data analysis skills to develop models and databases for estimating the fiscal and economic impacts of policy decisions
- Ability to research state and national financial information to develop fiscal notes and publications on legislation.
- Ability to analyze and interpret issues and provide nonpartisan, expert information in a political environment while maintaining confidentiality and managing politically sensitive work.
- Ability to present and display data and analysis in an understandable format so that legislators can isolate and comprehend the impact of policy decisions.
- Excellent interpersonal skills; ability to develop and maintain collaborative working relationships.
- Ability to maintain composure and make decisions while meeting tight deadlines during periods of stress.
- Ability to maintain a flexible schedule, including working extended hours, possibly on nights and weekends.

**Education/Experience:***Required:*

- Master's degree in economics, business, planning, public administration, other relevant discipline, **or** equivalent work experience.

*Preferred:*

- 1+ years of relevant work experience.

Compensation and title will be commensurate with experience. The Fiscal Analyst level starts at \$66,800 per year. The comprehensive State benefits package includes paid time off, health insurance, and retirement plans. Longer work hours are expected during the legislative session (generally January through May) and as needed during other times of the year.

To apply, please submit by email a resume and cover letter in Word or PDF format explaining your interest and qualifications to: [HRApplications@leg.state.vt.us](mailto:HRApplications@leg.state.vt.us). Please put your name and "General Fiscal Analyst Application" in the subject field. Applications will be reviewed starting September 16, 2024 and the position will remain open until filled.

The Vermont General Assembly is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.