

**Job Title:** Legislative Budget Office Analyst I

**Job Grade Level:** 8

**Career Track:** First in a series of three career track positions (8, 10 and 11)

**Job EEO Code:**

**Date:** July 2022

**Agency/Department:** Legislative Budget Office

**Reporting to:** Legislative Budget Office Director

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**Primary Objectives:** The position provides review and analysis of fiscal notes for accuracy, reasonableness, and compliance with standards and procedures within the Legislative Budget Office (LBO). The LBO is a nonpartisan joint legislative office established under [Minnesota Statutes 3.8853](#) to provide the Minnesota House of Representatives and the Minnesota Senate with accurate and timely information on the fiscal effect of proposed legislation. The primary objectives of the position are accomplished under the general supervision of the LBO Director.

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**Responsibilities & Tasks:**

1. **(65% time) provide fiscal oversight and financial analysis of fiscal notes.** Provide independent and objective review and analysis of fiscal notes prepared by state agencies, the legislature, constitutional offices, and judicial agencies or local units of government.\* Specific tasks include:
  - a. Review and evaluate data and assumptions related to the fiscal impact of proposed legislation. \*
  - b. Adhere to and enforce the Fiscal Note Uniform Standards and Procedures. \*
  - c. Develop and maintain relationships with key stakeholders to establish committee priorities and address issues that arise from LBO review of fiscal notes. \*
  - d. Translate complex information into understandable formats for a variety of audiences.\*
  - e. Track relevant legislation.\*
  - f. Meet with legislators, attend and monitor committee hearings, and testify before legislative committees on fiscal notes, when necessary.\*
2. **(10% time) Contribute to the development and maintenance of the Fiscal Note Standards and Procedures** including the development and analysis of local impact notes.
3. **(10% time) Participate in research, professional development,** and other activities that will build expertise, foster relationships, and advance the work of the LBO.
4. **(5% time) Work with LBO staff on the development of local impact notes.** As necessary, collect and analyze data from local political subdivisions or agency staff and draft local impact note memorandum for distribution to the legislature.

5. **(5% time) Represent the LBO** in meetings, presentations, and other forums.
6. **(5% time) Other duties** as needed or as assigned by the LBO Director or Deputy Director.

**State Budget Review Responsibility:**

The work of this position will inform and assist in providing information on the budget areas for which it is assigned.

**Supervisor Responsibility:**

This position does not directly supervise staff within the LBO; however, the position must exercise authority when working with agencies to comply with the fiscal note standards and procedures.

**Scope of Relationships:**

1. Extensive contact with legislators and legislative staff, especially nonpartisan fiscal staff.
2. Extensive contact with state agency fiscal staff.
3. Will have contact with stakeholders in support of LBO's roles and responsibilities.

**Working Conditions/Physical Demands:**

The LBO is committed to work/life balance of its staff. During the legislative session, the LBO analyst must have the ability to work long hours, meet deadlines, and stay composed under pressure. The interim offers increased flexibility with opportunities to work on engaging projects that include research, data analysis, and collaboration in a supportive team environment. In-person work is required. Telework may be permitted on a limited basis.

**Appointment:**

Unclassified non-partisan position.

**Minimum Qualifications:**

- Bachelor of Arts or Bachelor of Science Degree.
- 2 years of experience or training in a fiscal analysis environment. An advanced degree may substitute for the experience or training requirement.
- Knowledge of state finances, budgeting, or financial management.
- Excellent written and oral communication skills.
- Non-partisan background and the ability to act in a politically neutral manner.

**Desired Qualifications:**

- Advanced degree in budgeting, public finance, public policy, law, or similar area.
- Experience working in the development of a state, local, or federal budget.

- Knowledge of Minnesota state government and familiarity with the legislative process.

\*All identified duties are essential under the Americans with Disabilities Act.