

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Senior Fiscal Analyst

GRADE: 6

REPORTS TO: Associate Director or Deputy Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Senior Fiscal Analyst is responsible for providing advanced analysis of fiscal issues, developing and monitoring appropriations bills, and presenting budget information to the House Appropriations Committee and the House of Representatives. These responsibilities require the Senior Analyst to provide fiscal analyses of budget and policy bills related to the assigned budget area; to explain Executive and Senate budget recommendations to the House Appropriations Committee and other members; to perform technical tasks needed to produce and document appropriations bills; and to conduct research on pertinent fiscal issues. The Senior Fiscal Analyst is also expected to exhibit leadership skills related to their respective budget areas, and to mentor and train Fiscal Analysts as appropriate.

PRINCIPAL ACCOUNTABILITIES:

1. Become an expert on the assigned budget area(s), the appropriations process, and House operational rules and procedures.
2. Demonstrate knowledge about Agency policies and procedures.
3. Provide detailed analyses of Executive budget recommendations and Senate appropriations bills, and develop alternative recommendations as requested by House members based on substantive budget knowledge.
4. Develop decision-making documents and other budget related information for the assigned House Appropriations Subcommittee, and present such information in Subcommittee and Committee hearings.
5. Develop House appropriations bills and conference reports based upon legislative decision-making and requests.
6. Maintain technical documentation on appropriations bills.
7. Monitor implementation of appropriations acts to assure compliance with the law and legislative intent, as well as to determine any need for additional budget actions.

8. Develop and periodically update respective expenditure/revenue forecasts.
9. Monitor changes in federal-state and state-local relations for fiscal and/or program impact.
10. Arrange and provide staff support for House Appropriations Subcommittee meetings and public hearings.
11. Prepare fiscal analyses on bills considered by House committees.
12. Answer questions and provide information on budget issues to House members as requested.
13. Establish professional relationships with budget and policy staff in the Executive branch, the Senate Fiscal Agency, and other House staff offices.
14. Testify before House committees and subcommittees as requested.
15. Make presentations to the public on budget issues as requested.
16. Define key budget issues in assigned area where research would be useful in legislative decision-making, and design and conduct such research including the preparation of special reports.
17. Serve on internal Agency committees, including the fulfillment of leadership roles on such committees.
18. Provide mentoring and training for Fiscal Analysts as requested by the Director or his/her designee.
19. Provide advice and assistance to the Director at his/her request.

JOB QUALIFICATIONS: Bachelor's degree, preference for Master's degree in economics, public administration, government finance or other appropriate field of study. Must possess the ability to communicate complicated and technical issues effectively, in conversation, in writing, and in preparing and delivering presentations. The analyst must exhibit the ability to use discretion and tact in communicating with legislative members and staff, executive staff, and members of the public and press. Must display basic research, analytical, and statistical skills, as evidenced by an advanced degree and/or comparable professional experience. Must display leadership skills related to assigned budget area(s), as well as on internal Agency issues.

NOTE: This position description is not intended to be inclusive of all employee duties and responsibilities. These may change at the discretion of the director or his/her designee.