



## **POSITION POSTING**

### **FISCAL ANALYST**

The House Fiscal Agency (HFA) is a nonpartisan agency within the Michigan House of Representatives. Agency personnel provide confidential, nonpartisan expertise to House Appropriations Committee members and all other members of the House on all legislative fiscal matters.

**Position Description:** HFA Fiscal Analysts review the Governor's budget recommendation and assist legislators in developing budgetary alternatives; review and prepare budget bills, supplemental appropriations, and certain transfer requests; provide fiscal impact statements on legislative proposals; research and analyze fiscal issues at the request of Representatives; monitor state and national situations for budgetary implications; and prepare reports and documents to assist legislative deliberations.

**Salary:** Commensurate with experience.

**Minimum Qualifications:** Requires a degree in public policy, public administration, economics, governmental finance, or other appropriate field of study. Master's degree strongly preferred. Must have strong quantitative skills, qualitative research skills, the ability to effectively communicate public policy issues verbally and in writing, proficiency in developing and using spreadsheet and database applications, and the ability to work effectively with legislators, legislative staff, and governmental and private sector executives. Practical experience with budget analysis and the legislative process is desirable.

**Governing Caucus:** NONPARTISAN

**The position posting will close on December 7, 2020.**

**Email resume, cover letter, academic transcripts, and a brief writing sample on a public policy topic to:**

**Email: [HFAadministration@house.mi.gov](mailto:HFAadministration@house.mi.gov)  
Attention: Mary Ann Cleary, Director, House Fiscal Agency**

#### **Michigan House of Representatives**

The position is a non-civil service appointment to state government. All employees of the Michigan House of Representatives are considered "at will" employees.

The Michigan House of Representatives is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record, or disability. If an accommodation is needed during the application process, please contact the House Human Resources Office at (517) 373-3069. An individual needing accommodations must notify the employer in writing, within 182 days after the need is known. Persons denied equal opportunity based on these conditions may file a complaint with the Michigan Civil Rights Commission.