

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Director, Office of Fiscal Analysis**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public  
**Location:** Hartford  
**Hours:** Full-Time  
**Closing Date:** October 9, 2015

**Summary Description:**

The Connecticut General Assembly is recruiting to fill the position of Director, Office of Fiscal Analysis. The chosen candidate will lead a nonpartisan professional staff of approximately 25 that supports the legislature's budget and revenue committees and advises legislators on all matters relating to the state budget and revenues. The OFA mission is to provide the General Assembly with independent, accurate, and timely fiscal information and analysis to help make budgetary decisions and assess the fiscal impact of legislation under consideration.

**Qualifications:**

The successful candidate must have proven supervisory experience and knowledge of public administration and governmental budgeting; strong research and analytical abilities; excellent leadership, interpersonal and communication skills; commitment to a nonpartisan approach to policy issues; substantial knowledge of computer tools available for budget and revenue analysis and a demonstrated commitment to customer service and teamwork. The position requires an advanced degree (preferably in Public Administration or Economics) plus 10 years of financial analysis experience.

**The ideal candidate will have the ability to:**

- Advise the General Assembly on all matters relating to the State budget. Oversee preparation of the State Biennial Budget Plan and the State Budget Revisions Plan including the analysis of major policy issues and the preparation of supporting legislation;
- Participate in the overall budget program by overseeing the analysis of the agency budget requests and the Governor's recommendations for all State agencies. Submit an analysis of the Governor's Budget to the General Assembly. Develop alternative budget recommendations for legislative consideration;
- Oversee calculation of the State spending cap, including determining policy issues related to the cap. Oversee updating of State economic and revenue projections, and expenditure projections on a monthly basis;
- Oversee preparation of various budget reports including periodic financial statements showing estimates of the budgetary condition for each major state fund. Oversee preparation of multi-year State budget forecasts projecting the State's fiscal condition five years into the future;
- Develop improved methods for budget analysis, and prepare recommendations for fiscal reform legislation to improve the State's budget process and financial management;
- Set policies and oversee the preparation of State and municipal fiscal impact analyses on bills, amendments, and oversee the review of fiscal impact statements on state regulations;

- Maintain liaison with General Assembly leadership, the chairs and ranking members of the Appropriations Committee, the Finance, Revenue and Bonding Committee and other members of the General Assembly on budgetary and fiscal matters;
- Work closely with a senior management team to set the office's overall direction and develop and implement office strategies and goals;
- Develop and sustain a collaborative workplace culture that reflects the office's mission, ensure open and clear channels of communication, and employ transparent decision making;
- Ensure strong internal communication among staff, work closely with the leadership team to ensure the flow of relevant information and encourage effective collaboration and coordination with other legislative offices;
- Regularly evaluate performance and encourage personal and professional leadership development;
- Collaborate with General Assembly's executive director and executive leadership team to foster a dynamic culture for nonpartisan staff;
- Work long hours during the legislative session;
- Reinforce and strengthen longstanding relationships that the office maintains to fulfill its mission;
- Show a demonstrated commitment to customer service, the ability to observe and discern customer needs, and the skill and commitment needed to adapt or devise products and services to address those needs;
- Undertake collaborative projects when appropriate.

### **Compensation Package:**

The salary range for this unique opportunity is \$133,231 - \$193,716.

A generous benefit package includes: extensive medical and dental insurance options, long and short-term disability, life insurance, excellent retirement plan, deferred compensation plan, a generous vacation plan, personal leave, sick leave, 12 paid holidays, dependent care assistance program, and medical flexible spending account program.

### **Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume indicating salary history to [CGAEMPLOYMENT@cga.ct.gov](mailto:CGAEMPLOYMENT@cga.ct.gov) or:

**OFA Director Search Committee  
Office of Legislative Management - Room 5100  
300 Capitol Avenue  
Legislative Office Building  
Hartford, CT 06106**

**Applications must be received by 5:00pm Friday, October 9, 2015.**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.