

**CONNECTICUT GENERAL ASSEMBLY
JOB OPPORTUNITY**

**FISCAL ANALYST
Office of Fiscal Analysis**

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

Open To: The Public
Location: Hartford, Legislative Office Building
Salary: Commensurate with experience (minimum of \$50,632).
Closing Date: **October 19, 2011**

The Connecticut General Assembly's Office of Fiscal Analysis (OFA) has exciting opportunities for fiscal analysts. OFA is the nonpartisan fiscal support agency for the CT legislature. We help analyze and develop the state's budget and revenue packages and provide fiscal analysis of legislation and legislative proposals. See our website at <http://cga.ct.gov/ofa/> for more information.

General Definition: Fiscal analyst position duties include the analysis of budgets and revenues, the analysis of legislation and legislative proposals and the management of information to support that analysis. Analysts interface with officials at all levels of state government and perform a key role in the legislative process.

Qualifications and Requirements:

Strong analytic skills, ability to work quickly under pressure, high technological proficiency (including Microsoft office) and information management ability, superior writing and communication skills, ability to think independently and self-motivated. In addition, candidates should be analytic and quantitative thinkers, highly organized and efficient, work well in a team environment, and excel under pressure. Graduate degree in public administration, economics, or finance preferred.

Preferred Skills and Ability:

Candidates with experience or expertise in one of the following areas is preferred, but not required:

Municipal Finance- background and expertise in town finance, including an understanding of grants received by municipalities, local revenue streams, local bond authorizations, school construction projects, and familiarity/understanding of comprehensive annual financial reports (CAFRs).

Federal Funds- expertise and understanding of the availability, tracking and workings of federal funds and the interaction between the state, towns, congress and the federal government.

Database and Information Management- background and expertise in building, managing and developing electronic data sets to support analysis. This includes building the interfaces to enable users to access useful and appropriate information. Strong technological proficiency is required.

Application Instructions:

Send resume, cover letter and three references by e-mail to ofaposition@cga.ct.gov . If mail is necessary, to: Office of Fiscal Analysis, Room 5200, Legislative Office Building, Hartford, CT 06106 Attn: OFA position.

Response Date: **By October 19, 2011 preferred.**

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.