

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Fiscal Analyst
GRADE: 5
REPORTS TO: Associate Director or Deputy Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Fiscal Analyst is responsible for analyzing fiscal issues, developing and monitoring appropriations bills, and presenting budget information to the House Appropriations Committee and the House of Representatives. Fiscal Analyst responsibilities include analyzing budget and policy bills related to the assigned budget area; explaining Executive and Senate budget recommendations to the House Appropriations Committee and other members; performing technical tasks needed to produce and document appropriations bills; and conducting research on pertinent fiscal issues.

PRINCIPAL ACCOUNTABILITIES:

1. Become familiar with the assigned budget area(s), the appropriations process, and House operational rules and procedures.
2. Become familiar with House Fiscal Agency policies and procedures.
3. Provide detailed analyses of Executive budget recommendations and Senate appropriations bills.
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 relevant expenditure/revenue forecasts.

9. Monitor changes in federal-state and state-local relations for fiscal and/or program impact.
10. Develop appropriate databases, including historical information.
11. Arrange and provide staff support for House Appropriations Subcommittee meetings.
12. Prepare fiscal analyses on bills considered by House committees.
13. Answer questions and provide information on budget issues to House members as requested.
14. Establish professional relationships with budget and policy staff in the Executive branch, the Senate Fiscal Agency, and other House staff offices.
15. Testify before House committees and subcommittees as requested.
16. Conduct research on specific budget issues and prepare special reports on relevant issues.
17. Serve on internal Agency committees.
18. Undertake other assignments at the request of the Director.

JOB QUALIFICATIONS: Bachelor's degree, preference for Master's degree in economics, public administration, government finance or other appropriate field of study. Must display basic research, analytical, and statistical skills, as evidenced by an advanced degree and/or comparable professional experience. Must possess the ability to communicate complicated and technical issues effectively, both orally and in writing. 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.

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.