The Legislative Analyst’s Office (LAO) is the nonpartisan fiscal and policy advisor to the California Legislature. Its mission is to provide data-driven recommendations to the Legislature to reduce the cost of state government and increase its efficiency. Established in 1941, the LAO is the oldest office of its type in the country, and maintains a national reputation for its nonpartisanship and its high-quality staff and analyses. The LAO is located in Sacramento, California.

**Legislative Analyst’s Office**

**Full-Time & Internship Opportunities**

The LAO is seeking applications for its Fiscal and Policy Analyst (FPA) positions and summer internship program.

The office does the following three main types of work for the Legislature:

- Analyzes the Governor’s annual budget proposal, testifies at legislative hearings, and conducts legislative oversight throughout the year.
- Responds to requests from Members of the California Legislature on programs and finances.
- Produces independent, self-generated reports to assist the Legislature in addressing the major fiscal and policy issues facing California.

**Fiscal and Policy Analyst.** The FPAs are the office’s experts in a specific policy area. Each analyst has their own policy portfolio and is assigned to one of the four following sections: State and Local Finance; Education; Health and Human Services; and Corrections, Transportation, or Environment.

**Summer Internships.** The LAO operates a paid 12-week summer internship program that provides a rigorous analytical experience for individuals who (1) have completed the first year of a two-year graduate program that provides both a quantitative and policy analytical curriculum and (2) are interested in becoming a full-time FPA.

The deadline for receipt of applications is **December 15, 2017.**

For additional information and application instructions, visit: www.lao.ca.gov/Careers.
The Legislative Analyst's Office (LAO) provides nonpartisan fiscal and policy analysis to the California Legislature and has done so since 1941. The LAO (1) assists the Legislature in all aspects of the budget process, through its analytical and oversight activities; (2) responds to legislative requests for information and analysis of the state's budget and programs; and (3) conducts independent studies and produces self-generated reports on topics of importance to the state.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

The Fiscal and Policy Analyst's primary responsibility is to be the LAO's expert in the policy area to which he or she is assigned. These assignments fall into one of the following general areas: state finance; local government; health; human services; K-12 education; higher education; transportation; resources and environmental protection; and criminal justice. Toward this end, an analyst:

- Spends considerable time in the field learning first-hand how programs work in practice.
- Keeps up on the laws and available literature in the program area.
- Knows and stays in contact with legislative, administrative, and intergovernmental staff, as well as industry groups and nonprofit organizations in the assigned policy area.

The analyst uses this expertise to:

- Identify and analyze budget and policy issues and develop options and recommendations for the Legislature to address these issues. These analyses are contained in reports, legislative assignments, and initiative and ballot pamphlet write-ups.
- Testify before legislative committees on fiscal and policy issues.
- Serve as a fiscal and program resource to legislators whenever needed.

Because analysts are nonpartisan fiscal and policy staff, it is essential their work be objective, analytical, accurate, and thorough. In addition, for the analyst's work to be useful to the Legislature, it must be solution-oriented and performed in a timely manner.

**MINIMUM QUALIFICATIONS**

Applicants must possess a Master's degree in public policy, public or business administration, economics, or a related field that includes a curriculum of economics, statistics, public finance, and policy analysis. In addition, analysts must: (1) possess strong quantitative and analytical skills, (2) be able to communicate effectively through clear and concise writing and oral presentations,
(3) work well with others in a fast-paced and production-oriented environment, (4) learn quickly, show initiative, and be willing to take on increasing levels of responsibility, and (5) be proficient in Microsoft Excel and Word.

**COMPENSATION:**

The entry-level salary for the Fiscal and Policy Analyst position is approximately $64,000 per year. The office will consider salaries that are above this amount, depending on the candidate's qualifications and experience. Salaries for Senior Fiscal and Policy Analysts (analysts who have demonstrated the ability to perform all analytical tasks and produce all office products at a consistently high quality with a minimum amount of supervision) begin at approximately $93,000 per year. Salaries for Principal Fiscal and Policy Analysts range from $110,000 to $128,000 per year.

The LAO also provides a comprehensive package of health, vision, dental, and retirement benefits.

In addition, the LAO provides vacation, sick leave, compensatory time off for overtime above a specified level, and about 13 holidays per year.

**APPOINTMENT STATUS:**

Permanent, full-time

**PROPOSED STARTING DATE:**

August 27, 2018 (flexible)

**APPLICATION PROCEDURES**

Application deadline: January 12, 2018

Applicants should submit a resume, cover letter, and three references (name, relationship and phone numbers only) by the close date. All requested information must be submitted for your application to be considered.

*Please email your application packet to:*  lao.employment@lao.ca.gov

For further information regarding application procedures, you may contact Sarah Kleinberg, Administrative Officer, at sarah.kleinberg@lao.ca.gov. You may also visit www.lao.ca.gov for additional information.
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**SPECIFIC DUTIES AND RESPONSIBILITIES**

The intern’s primary responsibility is to complete an analytical product over a 12-week period resulting in either:

- A stand-alone product that the LAO will publish.
- A draft product that the LAO will incorporate into a larger product it intends to publish.
- An internal memo describing the analysis performed over the summer, findings and recommendations, and the implications for a broader study that the LAO is conducting or considering.

During the summer, we expect the intern to quickly gather, evaluate, and analyze information on the assigned project, by conducting independent research and, in most cases, interviewing stakeholders. Typically, research projects involve some travel within California. In addition, interns perform quantitative analysis on a policy issue and apply the policy analytical techniques learned in their graduate programs to a practical issue facing the State of California.

Interns work under the direct supervision of an experienced fiscal and policy analyst.

At two points during the summer, the intern will give a presentation on his or her work to executive staff at the LAO.

**MINIMUM QUALIFICATIONS**

The LAO internship is open to individuals who: (1) have completed the first year of a two-year graduate program in public policy, public or business administration, economics, or some other program that provides both a quantitative and policy analytical curriculum, and (2) are interested in becoming full-time fiscal and policy analysts at the LAO after graduation.
COMPENSATION:
Interns receive a stipend of $2,900 per month. Benefits are not provided.

APPOINTMENT STATUS:
Temporary, full-time, 12-weeks

PROPOSED STARTING DATE:
May 29, 2018 (flexible)

APPLICATION PROCEDURES
Application deadline: December 15, 2017
Applicants should submit a resume, cover letter, and three references (name, relationship and phone numbers only) by the close date. All requested information must be submitted for your application to be considered.

Please email your application packet to: lao.employment@lao.ca.gov

For further information regarding application procedures, you may contact Sarah Kleinberg, Administrative Officer, at sarah.kleinberg@lao.ca.gov. You may also visit www.lao.ca.gov for additional information.