



CITY OF BALTIMORE

Fiscal Policy Analyst Baltimore City Council

Bargaining Unit: MAPS - Managerial and
Professional Society Unrepresented

SALARY

\$62,000 - \$99,200 Annually

Title: Fiscal Policy Analyst

Opening Date: 5/31/17

Closing Date: 6/23/17

Job Type: Non Civil Service, Fulltime

Work Hours: 9:00 a.m. to 5:00 p.m. with occasional evening hours

Job Description

The Fiscal Policy Analyst prepares fiscal note analysis for legislative matters before the City Council, participates in policy-related work groups and staffs special committees and task forces.

Key Deliverables:

Key analysis deliverables include, but may not be limited to:

- producing a summary of the City Council Bill;
- producing an estimate of the fiscal impact of the bill on the revenues and expenditures of Baltimore City government during the year in which the bill is to become effective and for the next four years following that year;
- producing an overview of relevant existing law and an assessment of the bill's economic impact on small businesses;
- identifying when a bill mandates an appropriation to a program as well as when it establishes a mandate on a unit of local government;
- incorporating background information, when available about the bill's introduction or associated programs and policies; and
- delivering analysis in a plain language summary.

Desirable Knowledge, Skills, and Abilities

- Outstanding knowledge of English usage
- Knowledge of the principles and practices of the Baltimore City Council and the City of Baltimore
- Demonstrated ability to collect, compile, edit, classify, and tabulate statistical and qualitative data
- Outstanding knowledge of reference and research methods and techniques used in collecting, compiling, and organizing data
- Demonstrated ability to prepare and present written analytical reports, confidential memoranda, and briefings to legislative committees
- Demonstrated ability to establish and maintain working relationships with co-workers and the general public
- Demonstrated ability to explain an agency's purpose, programs, and operations
- Ability to establish and maintain effective working relationships at all levels
- Demonstrated ability to prepare and present ideas and information clearly yet concisely
- Ability to attend meetings and perform work assignments at times other than normal business hours

Minimum Qualifications:

A bachelor's degree from an accredited college or university in public policy, accounting, business, economics, finance, government or related fields required. At least two years of experience in the collection, analysis and evaluation of fiscal analysis of government agency program, processes, policies or procedures.

Equivalencies

Equivalent combination of education and experience.

Preferred Qualifications

A master's degree from an accredited college or university in public policy, public administration, accounting, business, economics, finance, science, government or related fields.

Licenses, Registrations, and Certificates:

None.

Supplemental Information:**About the City Council**

The City Council is the City's legislative body, with the power to enact all ordinances and resolutions. City Council members are elected from fourteen districts, and the President is elected at-large, by all voters of the City. The fifteen City Council members, along with the Mayor, act only by ordinance, resolution or motion. They adopt and may alter the annual budget and confirm the Mayor's appointments. The City Council is responsible for the appropriation and issuance of bonds. The City Council determines its own rules of procedure, and its meetings are open to the public. City Council members are elected every four years. They are elected to geographic districts of roughly the same proportion of population.

About the City of Baltimore's Workforce

With a 15,000+ employee stakeholder workforce, the City of Baltimore's occupations span from executive and managerial to laboring, including public health and safety, clerical, technical, administrative, and support capacities throughout the metropolitan area. Operating under a Civil Service System, the majority of stakeholders are represented by one of nine labor unions; with a large body of appointed positions.

This career opportunity offers a comprehensive benefits package and competitive salary, commensurate with education and experience. Individuals under final consideration for appointment to this position will be required to submit to drug and alcohol testing and criminal background check. This position will remain posted until the closing date listed.

Please submit a letter of interest, resume and salary requirement to resumes@baltimorecity.gov by June 15, 2017. Please put "Fiscal Policy Analyst" in the subject line.

NOTES:

EDUCATION ACCREDITATION: Applicants education must be obtained from an accredited institution. Education credentials obtained out of the US must be evaluated for US equivalency. Evaluation agencies information may be obtained at www.naces.org.

DRUG & ALCOHOL TESTING: Eligible candidates under final consideration for appointment will be required to submit to drug and alcohol testing. Testing is also required prior to promotion to a sensitive job classification.

CRIMINAL BACKGROUND CHECK: Eligible candidates under final consideration for appointment to positions identified as positions of trust will be required to authorize the release of and successfully complete a criminal conviction check.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.

