



CITY OF BALTIMORE

## Fiscal Legislative Analyst Baltimore City Council

Bargaining Unit: MAPS - Managerial and  
Professional Society Unrepresented

### SALARY

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

**Title:** Fiscal Legislative Analyst  
**Closing Date:** Continuous until filled  
**Job Type:** Non Civil Service, Fulltime  
**Work Hours:** 9:00am to 5:00pm with frequent evening hours

### **I. Job Description**

- In the Office of City Council conducts complex fiscal and financial policy studies on legislation being introduced by the City Council.
- Studies, analyzes and makes recommendations on the annual City budget.
- Compiles fiscal reports on annual City budget, revenue estimates and sources, recommended appropriations to agencies and fiscal policies and procedures.
- Conducts studies and writes reports on the fiscal relationship of the City government with State, Federal, County and other governments and organizations.
- Prepares analytical and narrative reports of new or revised legislation impact on small businesses.
- Compiles and analyzes the monetary data from legislation introduced by City Council.
- Prepares fiscal note analysis for all legislations matters before city council.
- Participates in work groups created by the administration or city council resolution to focus on fiscal impact or legislation passed or being considered by city council.
- Conducts special fiscal or budgetary studies as requested by the City Council or its members.
- Performs related work as required.

### **II. TYPICAL EXAMPLES OF THE WORK**

Deliverables include, but may not be limited to:

- producing a summary of the City Council Bill;

- producing an overview of relevant existing law and an assessment of the bill's economic impact on small businesses;
- 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;
- 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.

### **III. REQUIRED KNOWLEDGES, SKILLS AND ABILITIES**

- Knowledge of public budgetary practices.
- Knowledge of the principles and techniques of budgetary and fiscal analysis including research and statistical analysis and their application to budgetary and fiscal problems.
- Knowledge of the principles and practices of public administration.
- Knowledge of the background, issues, and current trends in municipal government finance and other related urban studies.
- Ability to write reports.
- Ability to establish and maintain effective working relationships with City officials, departmental personnel and personnel of other governmental agencies and institutions.

### **IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Requirements - A bachelor's degree from an accredited college or university in public policy, accounting, business, economics, finance, government or a related field and four years of experience in the collection, analysis and evaluation of fiscal analysis of government agency programs, processes, policies or procedures.

Equivalencies - Equivalent combination of education and experience.

**Please submit a letter of interest, resume and salary requirement to [resumes@baltimorecity.gov](mailto:resumes@baltimorecity.gov) by August 31, 2017. Please put "Fiscal Legislative Analyst" in the subject line.**

### **VI. 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.

### **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](http://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.