



**OPENS: April 16, 2018**

**CLOSES: May 4, 2018**

**JOB TITLE: Associate Consultant or Consultant**

LEAP Committee  
106 11th Avenue SW  
Suite 2300  
Olympia, WA 98501

Phone: 360.786.6111  
email: LEAP@leg.wa.gov

The Legislative Evaluation and Accountability Program (LEAP) Committee, a legislative branch agency reporting to a bicameral oversight committee, is seeking candidates for the position of Associate Consultant or Consultant. This position will provide technical and analytical expertise and information to the Legislature and its staff for detailed analysis and monitoring of state agency expenditures, budgets, and other fiscal matters for a broad range of budget development and oversight processes. This is a full-time, nonpartisan position, exempt from civil service. The position serves at the pleasure of the LEAP Administrator and is located in Olympia, Washington.



**ABOUT THE AGENCY:**

The LEAP Committee was created in 1977 to provide the Legislature an independent source of information and technology for developing budgets, communicating budget decisions, and tracking revenue, expenditure, and staffing activity.

To that end, LEAP staff create applications, systems, and models for use by budget writing staff; provide access to state fiscal information; administer data to support budget development and oversight; and assist fiscal staff in creating publications, provide training for legislative staff, and respond to requests for information and analysis. LEAP works closely with other legislative agencies, fiscal committees, and the Office of Financial Management to ensure that the Legislature has the most accurate and comprehensive information possible in order to make strategic decisions about the fiscal course of state government.

LEAP provides 24-hour, 7-day per week support to budget-writing committees during legislative sessions. The budget-writing committees use LEAP applications to support their analysis of budget requests. These applications are used to record and communicate the underlying assumptions of proposed funding levels for each agency of state government. These same applications are used to balance and roll up the decisions for agencies into budget totals and support quick turnaround as adjustments are made. LEAP reporting systems are used by the Legislature to compare different versions of budgets and to negotiate final budgets.

LEAP is a bipartisan committee comprised of four members of the Senate and four members of the House. The LEAP Office currently employs 9 staff and operates on a \$4.8 million biennial budget for the 2017-19 biennium. For more information regarding LEAP, please visit: <http://leap.leg.wa.gov>.

**THIS POSITION WILL PERFORM THE FOLLOWING WORK:**

- Provide the Legislature with accurate and timely information and reports for use in budget formulation, historical analysis, and expenditure tracking.
- Work closely and collaboratively with the LEAP Applications Development Team in the creation, enhancement, testing, documentation, and maintenance of operating, transportation, and capital budget development systems utilized by the legislative fiscal committees and specialized systems utilized by the LEAP Support Team in a highly agile environment.
- Work closely and collaboratively with the LEAP Web Development Team in providing access to state budget and oversight information to the public.



**Exempt Position  
Recruitment  
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- Perform fiscal analysis on complex issues of interest to the Legislature and respond to information and modeling requests from legislators, legislative staff, legislative committees, and other entities.
- Understand legislative fiscal processes, the agency budget development process, the data utilized by each LEAP system, and the business processes associated with each system in order to communicate with those directly involved in carrying out those processes.
- Appreciate the dependencies on executive and non-executive branch agencies as suppliers of fiscal information to the Legislature and work with those agencies to ensure integrity and enhance the utility of information provided.
- Provide nonpartisan and confidential services to legislators, legislative staff, state agencies, special interest groups, and the public.
- As part of the LEAP Support Team
  - provide support for the legislative budget development processes, working closely with other LEAP staff as needed
  - provide 24/7 after-hours support to LEAP staff and clients during legislative sessions as required



#### **AN IDEAL CANDIDATE FOR THIS POSITION WILL HAVE:**

- A proactive, creative, flexible, and service-oriented approach to work.
- Excellent analytical, quantitative, data visualization, and problem solving skills.
- Experience with or knowledge of public sector budgeting and procedures, state government operations, and state/legislative fiscal processes.
- High level of proficiency in multiple software applications, including applications involving complex spreadsheets and databases for fiscal/budget modeling purposes, data visualization, graphics tools, and word processing.
- Experience in sorting through large data sets and complex models to identify patterns, anomalies, and other relationships.
- Demonstrated ability to successfully translate the requirements of clients into technical solutions.
- An effective communicator with the ability to build and maintain positive and collaborative working relationships with co-workers, legislative staff, state agency staff, and others.
- Ability to deal effectively with the fast-paced, dynamic, high-pressure legislative environment.
- Quick learner who retains and applies knowledge, and can perform multiple tasks simultaneously; works well under pressure; and is responsive to the workload demands of the Legislature.

For applicants possessing most, but not all, of the desired qualifications, additional training/education is available to expand/enhance the successful candidate's skillset.

#### **EDUCATION:**

Bachelor's or Master's degree in information technology, business or public administration, mathematics, statistics, economics, or other relevant field of study. An equivalent combination of information technology or fiscal-related training and experience may substitute year for year for education.

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### COMPENSATION:

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and experience.

LEAP offers a generous benefits package including medical, dental, retirement, life and disability insurance, optional deferred compensation, paid holidays, vacation and sick leave.

### HOW TO APPLY:

Please submit the following information:

- A letter of interest addressing the position's qualifications and your knowledge, skills, and abilities, no more than two pages in length.
- A current resume detailing your previous experience as it relates to this position.
- A list of at least three professional references, including one supervisor, with current telephone numbers and email contact information.

Applicants are encouraged to submit materials as soon as possible as screening, interviewing, and selection will begin immediately.

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### Send to:

**Kristin Collins, HR Business Partner**  
Legislative Support Services  
E-mail: Kristin.Collins@Leg.wa.gov  
Fax: (360) 786-7585 Phone: (360) 786-7337

*All application materials  
should be submitted via email  
with attachments in .pdf format.*

LEAP is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kristin Collins, in the human resources office at (360) 786-7337, or e-mail [Kristin.Collins@leg.wa.gov](mailto:Kristin.Collins@leg.wa.gov).

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