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Tom Jensen, Administrator

Legislative Evaluation & Accountability Program Committee

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Exempt Recruitment Announcement: Applications Database Consultant Opens: September 28, 2017 ~ Closes: October 29, 2017

The Legislative Evaluation and Accountability Program (LEAP) Committee, a legislative branch agency reporting to a bicameral oversight committee, seeks an Applications Database Consultant who understands information technology, customer service delivery, data analysis, relational database design and implementation, and transact SQL. LEAP works closely with other legislative agencies, fiscal committees, and the Office of Financial Management to ensure that the Legislature has the most accurate, complete, and comprehensive information possible in order to make strategic decisions about the fiscal course of state government. This position is exempt from civil service, 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 provides 24-hour, 7-day-a-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 10 staff and operates on a \$4.8 million biennial budget for 2017-19. For more information regarding LEAP, please visit: <http://leap.leg.wa.gov>.

About the Applications Database Consultant

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. As part of the Applications Development Team, work collaboratively with all members of the team as well as the Web Development Team in an agile environment to ensure that the goals of the LEAP Office are achieved.

The Applications Database Consultant's typical responsibilities include (but are not limited to):

- Control system access permissions and privileges; identify and monitor the data access and security needs of the clients; create, update, and maintain SQL Server Agent Jobs used to support various client systems and processes
- Create, update, and streamline medium to complex transact SQL procedures utilized by LEAP client systems as well as administrative systems utilized by LEAP staff
- Create, update, and streamline ad-hoc queries to support requests from clients for specialized data extracts and processes
- Work closely and collaboratively with the other members of the Applications Development Team in the creation, enhancement, and maintenance of 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 Web Development Team in providing access to budget and oversight information to the public
- Database design, redesign, and creation
 - map out conceptual designs for planned databases based on collaborative discussion of need; consider both back-end design of data and front-end accessibility for clients
 - create/modify databases and tables, ensuring that all new databases are included in maintenance plans
 - communicate regularly with technical, applications, and operational staff to ensure database integrity and security
 - ensure that all databases, tables, and system SQL procedures adhere to LEAP and industry standards
- In collaboration with other staff
 - determine timelines for the installation and testing of new versions of the Windows Server operating system and SQL Server software
 - provide input for the development, management, and testing of backup and recovery plans

- Data Sharing
 - create and modify data sharing processes utilized by LEAP Support Team to transfer data to/from other agencies
 - work closely with other agencies to develop and implement Data Sharing Agreements covering the various sources of data utilized by the legislative budgeting and monitoring systems
- Understand the legislative process, agency budget development process, the data utilized by each LEAP system, and the business processes associated with each system
- 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

About This Recruitment

As well as having experience with the job duties listed above, the LEAP Committee seeks someone to join a team of highly skilled, experienced professionals. The Committee is interested in an experienced professional with a proactive, creative, flexible, collaborative, service-oriented approach to their daily work; a demonstrated ability to deal effectively with the fast-paced, dynamic, agile, high-pressure legislative environment; and a commitment to provide nonpartisan and confidential services to legislators, legislative staff, state agencies, special interest groups, and the public. For applicants possessing most, but not all, of the desired qualifications, additional training/education is available to expand/enhance the successful candidate's skillset.

Other Qualifications Desired

- Experience in planning, developing, and deploying complex information technology solutions used in financial analyses and budget development
- Experience working with relational databases and deploying applications
- Demonstrated ability to successfully translate the requirements of clients into technical solutions
- High-level, well-developed, collaborative interpersonal and communication skills
- A Bachelor's or Master's degree in information technology, business or public administration, government, or another relevant field of study

Compensation

The Applications Database Consultant reports to and serves at the pleasure of the LEAP Administrator. Annual compensation ranges from \$50,000 to \$90,000 annually, depending on qualifications. LEAP offers a generous benefits package including medical, dental, retirement, life and disability insurance, optional deferred compensation, and paid holidays, as well as vacation and sick leave.

How to Apply

Please submit the following materials by October 29, 2017:

- 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 experience and/or education, no more than two pages in length
- A list of at least three professional references, including one supervisor, with name, and current telephone numbers and email addresses

Send to:

Kristin Collins
Human Resources Business Partner
Legislative Support Services

E-mail: Kristin.Collins@leg.wa.gov

Phone: 360-786-7337

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

The Legislative Evaluation and Accountability Program Committee is an equal opportunity employer. The agency values 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.