



WASHINGTON STATE
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Office of Financial Management
Olympia, Washington

NOW HIRING

This position open until filled, however, first review of the applications will begin the week of June 26, 2017

BUDGET ASSISTANT TO THE GOVERNOR

EXEMPT RECRUITMENT

The Office of Financial Management is a non-represented agency. If you have previously applied for a position and are interested in this position, please reapply.

Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.

SALARY AND BENEFITS

Depending on qualifications, up to \$80,800 - \$93,660 annually, plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement options; flexible work schedules; training opportunities; and leave for military service.

PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet:
<http://ofm.wa.gov/jobs/SupplementalProfileData.doc>



Please send completed application packets by mail, fax or email to:

Office of Financial Management
Employee Services
PO Box 43113
Olympia, WA 98504-3113
Fax: 360-586-0051
Email: ofmhr@ofm.wa.gov

POSITION DESCRIPTION AND DUTIES

OVERVIEW

The Office of Financial Management, Budget Division, currently has an opening for the position of Budget Assistant to the Governor for K-12 education. This position serves as lead for K-12 education fiscal matters and makes fiscal policy recommendations that impact over one million Washington students and their families with a biennial budget of more than \$20 billion. The Budget Assistant to the Governor will develop budget recommendations, propose operational improvements to ensure efficient and effective resource use, approve agency spending plans, and monitor program and project implementation and delivery. The incumbent often staffs workgroups and task forces of executive branch leaders, legislators and legislative staff, separately elected officials, local school officials and other stakeholder groups.

This position will report to the Senior Budget Assistant to the Governor for Education, who in turn reports to the Assistant Director for the Budget Division.

Major responsibilities include:

- Present budget recommendations to the Governor to support his or her vision for education in the state of Washington. Perform independent research and analysis of policies including state and local costs, implementation strategies and best practices, student outcomes, and stakeholder positions.
- Analyze legislative bills and budget proposals and communicate impacts to senior staff. Prepare analysis and recommend gubernatorial action on enrolled bills.
- Represent the OFM budget division on the quarterly K-12 caseload forecasting technical workgroup. Working with legislative staff counterparts, develop estimates for non-forecasted K-12 enrollments, budget and inflationary factors, and school levies. Evaluate patterns and trends in data and identify other factors affecting enrollment and budget drivers.
- Monitor and support state agencies in budget implementation, program performance, and other fiscal matters. Monitor and analyze school district data including budgeted and actual expenditures, compensation and staff levels, and student demographics.
- Make presentations, attend meetings, and respond to inquiries on education-related fiscal issues from various sources, including the Governor and senior staff, legislators, stakeholders, the public and the media.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

- Bachelor's degree in public administration, political science, business or closely allied field.
- Two years' experience in a state or local government fiscal, administrative, policy role, or similar work experience preferred.

Demonstrated knowledge and abilities should include:

- Knowledge of K-12 education policy, governmental budget concepts, and the Washington State budget and legislative processes.
- Experience with data analysis and cost modeling using Excel or other programs.

- Excellent organizational, written and oral presentation skills.
- Ability to perform high quality, objective policy research and analysis.
- A proactive, creative, flexible, and service-oriented approach to work.
- Ability to work independently and as part of a team.
- Ability to meet deadlines and successfully manage competing demands.
- A willingness to work long, irregular hours that are common during certain times of the year.

Preferred/desired qualifications

The preferred candidate will have:

- Completion, or current enrollment in, a graduate degree program in public administration, political science, business or closely allied field.
- Experience in some aspects of budgeting, including performance-based budgeting, strategic planning, and performance measures.
- Familiarity with public agency organizations and issues.
- Interest in state government budgets and policies.
- Experience with governmental financial systems.
- Comfort level with math and a working-level understanding of the concepts of data and trend analysis.
- Ability to be resilient and professional under pressure, coachable, analytical, and willing to learn new things quickly.
- Ability to make recommendations, often within a short timeframe.
- Interest in building effective working relationships with agency, legislative, and stakeholder colleagues.
- Interest in learning how to deal effectively with senior management, legislators, legislative committees, and others in positions of authority and be capable of presenting information to these audiences clearly and effectively.
- Commitment to actively support a Lean culture of continuous improvement.

The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.