



WASHINGTON STATE  
 "Your employer of choice"

Office of Financial Management  
 Olympia, Washington

**NOW HIRING**

Three Positions – Open Until Filled

**FORECAST AND RESEARCH ANALYST/  
 SENIOR FORECAST AND RESEARCH ANALYST**

**EXEMPT RECRUITMENT**

The Office of Financial Management is a non-represented agency. If you have applied for Senior Forecast and Research Analyst or Forecast and Research Analyst positions previously, 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**

The salary range of consideration, depending upon qualifications, is \$72,000 - \$94,500 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. Positions will be filled as Senior Forecast and Research Analyst or Forecast and Research Analyst based on the successful candidates' qualifications.

**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



**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](mailto:ofmhr@ofm.wa.gov)

## POSITION DESCRIPTION AND DUTIES

The Office of Financial Management's (OFM's) mission is to provide accurate and timely information, fiscal services, and policy support that the Governor, Legislature, and state agencies need to serve the people of Washington State. The Forecasting and Research Division supports OFM's mission by providing high-quality data and objective analyses on key issues affecting the state budget and policy development. Forecasting and Research Division activities include: budget driver and expenditure forecasts, research, and monitoring; population estimates, forecasts, and census data; and statewide economic research to support fiscal planning and economic policy decisions.

These positions will support the development and monitoring of the state's \$12 billion biennial Medicaid expenditure forecast and will conduct analyses to inform forecasting, budget and policy decisions in support of the forecast. The incumbent will perform one or more of the following:

- Maintain access to forecasting data sources which include SQL server databases, SAS data sets, and Excel files. Extract, transform and load data from multiple sources into the forecast database. Monitor the source data for completeness and quality. Identify data issues and research potential solutions.
- Develop expenditure lag factors by Medicaid service categories to account for expenditure delays. Monitor actual expenditure lags over time.
- Use SAS and/or other statistical software to develop models for 100 or more Medicaid per capita expenditure time series. These time series models are used in determining future funding levels for medical services.
- Use historical federal medical assistance percentage (FMAP) rates to project future rates for medical eligibility groups and services. FMAP rates determine federal matching fund rates for medical programs and are used in the forecast process to determine state and federal fund splits.
- Develop models that quantify the fiscal impacts of policy, program, and/or rate changes to the medical assistance program.
- Work with the supervisor to identify Medicaid cost and utilization research topics. Develop research proposals and methodologies. Evaluate the feasibility of the proposals. Evaluate data sources to use in analysis of research questions. Primary data sources will include Medicaid data. Using statistical software, such as SAS, clean and verify data, perform requisite analyses and validate analytical results. Describe data, methodologies, and research findings in research briefs and reports. Develop and deliver presentations on project results to diverse audiences.
- Track monthly Medicaid expenditures against the Medicaid forecast. Monitor monthly expenditures for data anomalies and deviations from forecasted trends.

- Answer requests from agency and legislative staff concerning the Medicaid forecast. Identify requesters' information needs. Assess availability of requested information. Provide requested information or direct requesters to appropriate resources.

## QUALIFICATIONS AND CORE COMPETENCIES

### Required qualifications

1. Graduate degree in public health, economics, statistics, or related discipline from an accredited college or university recognized by the U.S. Department of Education and the Council for Higher Education Accreditation. A bachelor's degree involving quantitative coursework, including formal education in statistics, with five or more years of appropriate experience may also be considered.
2. At least three years of experience analyzing health data using statistical software (at least five years of experience needed for Senior Forecast and Research Analyst)
3. Expert knowledge of SAS 9.x including macros
4. Expert data management skills
5. Demonstrated ability to communicate effectively

### Preferred/desired qualifications

1. Doctoral degree in economics, statistics, or related discipline from an accredited college or university recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.
2. Expert knowledge of SQL
3. Experience in developing time series models

### Core competencies

- Demonstrate ability to solve problems using proven methods
- Commitment to continuously improving processes

*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.*