



WASHINGTON STATE
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Office of Financial Management
 Olympia, Washington

NOW HIRING
 This position open until filled

FORECAST ANALYST

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

Salary range of consideration, depending on qualifications, is \$70,000 - \$75,000 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

This immediate opening is for a population estimate and demographic data analyst. The ideal candidate will have experience with federal census and administrative data used for demographic estimate development and modeling.

This position is part of the team that produces a variety of population estimates, and estimates by characteristics at the county and sub-county level. This position also supports OFM's annexation and boundary certification functions working closely with local governments, state agencies and the U.S. Census Bureau. This position will participate in the production of OFM's biannual Data Book.

The following duties may also be considered for this position with internal adjustment of responsibilities: guides efforts to help the public, state, and local governments to properly use federal census and survey data; helps senior analysts conduct demographic research as required by the OFM Director, Governor and Legislature to support budget and policy development; and works closely with the Senior Forecast Analyst in producing and evaluating the population estimates by race and ethnicity.

Major responsibilities include:

- Supports the Official (April 1) City Population Estimates program: annual determinations of population of city, towns, and counties under RCW 43.62.020.
- Supports OFM's annexation certification function. Performs quality control of annexation data, prepares quarterly reports, and updates city boundaries for the U.S. Census Bureau BAS program. Works with state, local government, and census geographic boundary files.
- Supports OFM's program of county population estimates by age and sex as well as by race. Helps collect, clean and manage the data used in the development of estimates. Works with senior analysts to run and enhance estimate models. Evaluates model output and prepares output for publication and presentations.
- Supports the Small Area Estimates program. Participates in the data collection, management and implementation effort. Supports the production of estimates for planning, budgeting, policy, issue evaluation and research as required.
- Supports chief demographer with modeling evaluation, including research and evaluation of data and demographic methods.
- Supports OFM's Census State Data Center (SDC) function. Works closely with SDC lead analyst in helping local users, answering questions, and preparing for meetings.
- Supports production of the OFM Data book. Makes contact with data providers, reviews raw data, resolves issues, and prepares the data for publication.

QUALIFICATIONS AND CORE COMPETENCIES

Preferred/desired qualifications

- Graduate degree in demography, geography, statistics, urban planning, geographic information or related fields.
- Training and/or experience in the development of population estimates and demographic projections is essential. Other applied demographic and quantitative research experience is desired.
- Experience using Geographic Information Systems in urban, regional and demographic studies is required.
- Experience using Microsoft Office products (Word, Excel and PowerPoint) and ArcGIS is essential, and SAS programming skills are desired.
- Excellent communication skills.

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.