



# **Policy Analyst Job Announcement**

May 1, 2008

## **About the Public Assets Institute**

Public Assets' mission is to conduct research, perform fiscal analysis, disseminate information, and develop policies that apply the powers of government to improving the well being of ordinary citizens, especially the most vulnerable. We provide journalists, advocates, government officials, and ordinary citizens with sound, timely, and understandable analyses of state budgets and taxes, and of the fiscal implications of public policy options. Public Assets' work products inform state fiscal and budget policy debates and contribute to sound decisions that improve the well being of individuals, communities and the state as a whole.

## **Job Responsibilities**

- Work independently and collaboratively to conduct in-depth research and analysis of health care finance and other state fiscal issues, specifically their effects on low- and moderate income Vermonters.
- Write reports, op-eds, newsletter items, news releases, and legislative briefing documents on fiscal issues.
- Present and discuss complex tax and budget information and research results in understandable language before various audiences including the media, legislators, citizen and business groups, and advocates.
- Track legislation related to state budget and tax issues and other policy issues identified by Public Assets' staff.
- Establish and maintain relationships with advocates as well as analysts inside and outside of government.
- Collect and update data on federal and local government budgets and revenues, including data that allows for comparisons to other states.
- Work with staff at national organizations such as the Center on Budget and Policy Priorities and the State Fiscal Analysis Initiative members on state and federal fiscal issues.
- Prepare outreach and education materials for speaking engagements including handouts, citizen guides, and PowerPoint presentations that provide accessible information on a variety of complex budget and tax issues.
- Develop accessible and interactive content for PAI's website, including tables and graphs, to enable the Public Assets Institute's website to become a hub for state fiscal information.
- Contribute to grant proposals and reports to funders.
- Other duties as assigned.

## Job Requirements

The applicant should be a proficient writer and researcher with academic or professional experience in quantitative analysis able to work with spreadsheets and to research state and national financial information. An advanced degree in public policy, economics, or a related field is preferred. Experience in analyzing Medicaid and other health care finance data is a plus. Other requirements include:

- Commitment to credible and independent analysis and attention to detail and accuracy; ability to work independently and as part of a team.
- Dedication to Public Assets Institute's mission.
- Knowledge of issues affecting low- and moderate-income people.
- Understanding of government processes, including financial management and appropriations and knowledge of public budgetary principles and fiscal procedures.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly and effectively to non-policy oriented audiences both in writing and through public speaking.
- Ability to work with people of varying backgrounds and handle the uncertainties of a flexible small office.
- Ability to work as a team member, be innovative and a self starter and sustain a high level of accomplishment without close review and supervision.
- The ability to synthesize new information quickly and gain expertise on a broad range of policy issues.
- Proficiency with Microsoft Word, Excel and Powerpoint and experience with or willingness and ability to learn statistical software and computer graphics.

## Compensation

Salary commensurate with education and experience.

## Location

Montpelier, Vermont

## To apply

Send a cover letter, resume, relevant writing sample, and three references by email to [sarah@publicassets.org](mailto:sarah@publicassets.org).

## Deadline

The Policy Analyst position is open until filled. Candidates are encouraged to apply as soon as possible. Applications will start to be reviewed the first week of June 2008 and the position will begin on July 1.

*The Public Assets Institute is an equal opportunity employer.*

## Public Assets Institute



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The Public Assets Institute supports democracy by helping Vermonters understand and keep informed about how their government is raising and spending money and using other public assets.