



*Nick J. Mosby*  
**President,**  
**Baltimore City Council**

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400 City Hall • Baltimore Maryland 21202  
410-396-4804 • Fax: 410-539-0647

## **FISCAL LEGISLATIVE ANALYST**

### **Baltimore City Council**

The Baltimore City Council is seeking ambitious candidates to help build the council's capacity for independent fiscal and policy analysis. This is an exciting opportunity to help shape the reform and professionalization of Baltimore's legislative body. The ideal candidate is able to perform professional level activities related to the research and analysis of municipal finances, administrative agency operations, and pending legislative proposals.

SALARY: \$ 63,725.00 - \$102,202.00

**Title:** Fiscal Legislative Analyst

**Closing Date:** Continuous until filled

**Job Type:** Non Civil Service, Fulltime

**Work Hours:** 9:00am to 5:00pm with frequent evening hours

### **I. Job Description**

The Fiscal Legislative Analyst (FLA) for the Baltimore City Council is located in the Office of the Council President and is a member of the Fiscal & Legislative Services group. This is an entry-level position that reports to the Director of Fiscal & Legislative Services. The FLA conducts complex financial and policy analysis of legislation introduced before the City Council at the director of the Director of Fiscal & Legislative Services and Fiscal Policy Lead. Furthermore, the FLA:

- Studies, analyzes and makes recommendations on the annual City budget;
- Authors fiscal reports on the City budget, fiscal policies and procedures, revenue and expenditure estimates, and appropriations to City agencies;
- Analyzes the impact of legislation on small businesses and Baltimore residents;
- Conducts analysis and prepares fiscal notes for legislative matters before the City Council;
- Conducts special fiscal or budgetary studies as requested by the City Council or its members;
- Compiles and analyzes financial data relevant to City Council legislation;
- Writes reports on the fiscal relationship of the City government with State, Federal, County and other governments and organizations;
- Establishes a working relationship with policy and data analysts across city agencies;
- Demonstrates an ability to deliver complex analysis in language for wide public consumption; and
- Attends City Council Meetings, relevant committee hearings, and performs related work as required.

## **II. Typical Examples of the Work**

Deliverables include, but may not be limited to:

- Producing a fiscal report estimating the impact of legislation on City revenues and expenditures during the year in which the bill becomes effective and for the following four years;
- Producing confidential fiscal or policy memos advising the Council President and senior staff on policy questions;
- Identifying when legislation mandates a program appropriation as well as when it establishes a mandate on a unit of local government;
- In coordination with the Office of Council Services staff, producing an overview of relevant existing law and an assessment of the bill's economic impact on small businesses and Baltimore residents;
- Incorporating background information, when available about the bill's introduction or associated programs and policies;
- In cooperation with the Municipal Data Analyst, obtaining relevant data sets from city agencies, and cleaning them for robust data and policy analysis;
- Producing a memo summary of a City Council Bill with advice on conforming the bill to budgeting best practices;
- Suggesting/recommending amendments to pending legislation;
- Delivering analysis in a plain language summary.
- Maintaining and updating a Standard Operating Procedures document for the FLA position.

## **III. Required Knowledge, Skills and Abilities**

- Knowledge of the best practices of public budgeting and public finance.
- Knowledge of the principles and techniques of budgetary and fiscal analysis including research and statistical analysis and their application to budgetary and fiscal problems.
- Knowledge of the principles and practices of public administration.
- Knowledge of the background, issues, and current trends in municipal government finance and other related urban studies.
- Proficiency using relevant data analysis and visualization software preferred.
- Ability to establish and maintain effective working relationships with City officials, departmental personnel and personnel of other governmental agencies and institutions.
- Ability to deliver clear, concise reports on tight deadlines.

## **IV. Minimum Education and Experience Requirements**

Requirements – A bachelor's degree from an accredited college or university in public policy, accounting, business, economics, finance, government or a related field.

Preferred – Two (2) years of experience in the collection, analysis and evaluation of fiscal analysis of government agency programs, processes, policies or procedures. Master's degree in Public Policy, Business Management, Economics, Finance, or similar degree.

Equivalencies - Equivalent combination of education and experience.

Application - Please submit a letter of interest, resume and salary requirement to [ocpapplicants@baltimorecity.gov](mailto:ocpapplicants@baltimorecity.gov) by May 1, 2021. Please put "Fiscal Legislative Analyst" in the subject line.

## **VI. Supplemental Information:**

### About the City Council

The City Council is the City's legislative body, with the power to enact all ordinances and resolutions. City Council members are elected from fourteen districts, and the President is elected at large, by all voters of the City. The fifteen City Council members, along with the Mayor, act only by ordinance, resolution or motion. They adopt and may alter the annual budget and confirm the Mayor's appointments. The City Council is responsible for the appropriation and issuance of bonds. The City Council determines its own rules of procedure, and its meetings are open to the public. City Council members are elected every four years. They are elected to geographic districts of roughly the same proportion of population.

### About the City of Baltimore's Workforce

With a 15,000+ employee stakeholder workforce, the City of Baltimore's occupations span from executive and managerial to laboring, including public health and safety, clerical, technical, administrative, and support capacities throughout the metropolitan area. Operating under a Civil Service System, the majority of stakeholders are represented by one of nine labor unions; with a large body of appointed positions.

This career opportunity offers a comprehensive benefits package and competitive salary, commensurate with education and experience. Individuals under final consideration for appointment to this position will be required to submit to drug and alcohol testing and criminal background check. This position will remain posted until the closing date listed or until filled.

## **VII. NOTES:**

EDUCATION ACCREDITATION: Applicants education must be obtained from an accredited institution. Education credentials obtained out of the US must be evaluated for US equivalency. Evaluation agencies information may be obtained at [www.naces.org](http://www.naces.org).

DRUG & ALCOHOL TESTING: Eligible candidates under final consideration for appointment will be required to submit to drug and alcohol testing. Testing is also required prior to promotion to a sensitive job classification.

CRIMINAL BACKGROUND CHECK: Eligible candidates under final consideration for appointment to positions identified as positions of trust will be required to authorize the release of and successfully complete a criminal conviction check.