



STATE OF NORTH CAROLINA
invites applications for the position of:
**GA-Fiscal Analyst I
(Medicaid)**

JOB CLASS TITLE: GA-Fiscal Analyst I

POSITION NUMBER: 30426

DEPARTMENT: General Assembly

SALARY RANGE: \$53,700.00 - \$99,952.00 Annually

RECRUITMENT RANGE: \$75,000.00 - \$95,000.00

SALARY GRADE / SALARY GRADE EQUIVALENT: 12

COMPETENCY LEVEL: Advanced

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Wake County

OPENING DATE: 08/07/17

CLOSING DATE: 09/18/17 5:00 PM Eastern Time

DESCRIPTION OF WORK:

*****Recruitment Range: \$75,000 - \$95,000*****

The Fiscal Research Division (FRD) seeks dynamic individuals with strong analytical skills who excel under pressure. FRD analysts are non-partisan and serve as the primary budget and finance staff to the North Carolina General Assembly's 170 members as well as its funding and policy committees. The budget issues are complex, diverse and cross multiple subject areas. FRD analysts, along with other General Assembly non-partisan staff, have a unique opportunity to provide counsel to policymakers and participate directly in the policy development process.

SPECIFIC SUBJECT AREA PREFERENCE:

For this position, preference will be given to applicants who have extensive training, experience, and familiarity with healthcare, managed care, Medicaid/Medicare, social services, public health, and/or mental health programs at either the state or local level. Applicants are encouraged to provide specific information on any relevant experience and education they have in any of these fields on their resumes and cover letters.

EXAMPLES OF DUTIES:

- Working directly with Legislators to develop the State's budget and other legislation
- Analyzing and publicly presenting information on existing and/or proposed programs and policies
- Providing accurate and reliable data and policy analysis
- Developing options to improve program efficiency and effectiveness
- Composing analyses on the fiscal impact of proposed legislation
- Providing support and analysis to Legislators in the drafting of budget and policy legislation

- Monitoring agency actions to ensure compliance with legislative intent
- Researching, analyzing and monitoring environmental and regulatory changes and trends, and assessing implications for North Carolina programs
- Working objectively and impartially and adhering to strict confidentiality requirements
- Collaborating with teammates to directly support legislative committees, draft legislation, and make public presentations

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

To meet the duties outlined above, candidates should be flexible, highly-motivated critical thinkers and communicators. In addition, the following specific attributes are sought:

- Demonstrated ability to conduct actuarial, financial, and/or statistical analysis and forecasting of cash flow, program and budgetary needs for a public health care third-party payer program;
- Practical experience using cost, utilization, demographic and outcomes data to define service implications and estimate budgetary savings or costs due to program changes in a public health care financing program;
- Working experience with a state Medicaid program, State Children's Health Insurance Program (SCHIP), health care provider/payer or other similar public health care program at the state or federal government level;
- Demonstrated knowledge about the major components of the health care marketplace including the interaction between medical/drug providers, public/private payers of claims and utilization behavior of beneficiaries and providers; and
- Ability to maintain composure and work cooperatively under pressure with legislators, legislative staff, colleagues, and the public on a daily basis
- Demonstrated aptitude for providing high-quality policy development and advice
- Willingness and ability to work extended schedules and to provide on-call support

Management prefers individuals who are:

- Energized about public policy and delivering nonpartisan objective policy analysis
- Creative problem solvers
- Critical thinkers that are skilled at quantitative analysis
- Clear and concise oral and written presentation skills
- Equally capable of successfully working independently or in a team environment.
- Proficient public speakers

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Education & Experience: We will only consider candidates with a bachelor's degree plus three years' experience in public policy work or a master's degree plus one year of experience.
- Public Policy Background: Candidates are expected to have a working knowledge of government functions and experience in performing budgetary and policy analyses.
- Computer Skills: Candidates will be expected to demonstrate Microsoft Excel and Word proficiency in any potential in-person interview.

SUPPLEMENTAL AND CONTACT INFORMATION:

NC General Assembly Positions are NOT Subject to the State Human Resources Act.

Instructions:

To apply for the Fiscal Analyst I position, download the NC General Assembly application from the NC General Assembly website and submit the application through the same website: <http://www.ncleg.net/NCGAInfo/Directories/Jobs.html>.

Applicants **must** also include the following documents when submitting the online application:

1. A detailed cover letter that must address:
 - a) All the applicant requirements and competencies listed above.
 - b) Employment or educational experience relevant to the position.
 - c) Reasons for interest in joining the FRD.

2. A current resume (maximum length – 2 pages).

The Fiscal Analyst I application packet (cover letter, resume, and application) must be received by 5:00 pm on Monday, September 18, 2017.

Please Note:

- Online applications are **only** accepted through the NC General Assembly website.
- Application packet must contain all attachments or it will be considered incomplete and not accepted.

Agency Contact Information:

For additional information or questions about this vacancy announcement, please contact:

John Poteat or Brian Matteson, Fiscal Analysts

Fiscal Research Division

(919) 733-4910

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.oshr.nc.gov/jobs/index.html>

Position #30426
GA-FISCAL ANALYST I (MEDICAID)
JT

NOTE: Apply to the department listed on posting
An Equal Opportunity Employer, NC State Government
