

Vacancy Announcement

North Carolina General Assembly
Legislative Services Office
George R. Hall, Legislative Services Officer



April 4, 2012

***Vacancy Number:** 1099-030409 **Position:** Fiscal Analyst – Medicaid
Hiring Range: \$61,402 - \$105,000 **Division:** Fiscal Research
Closing Date: April 25, 2012

*Applicants may obtain a General Assembly Application at the address on page 2 of this announcement, by calling 919-715-1210, by sending electronic mail request to Judy.Braudwell@ncleg.net, or by visiting <http://www.ncleg.net/NCGAInfo/directories/jobs.html>. A separate application is required for each position.

The Fiscal Research Division (FRD), a nonpartisan staff agency of the North Carolina General Assembly, is recruiting for a knowledgeable individual with financial analysis skills to evaluate the budgetary impacts of North Carolina's Medicaid program for the North Carolina General Assembly. The preferred qualifications for a candidate include the following:

- Demonstrated ability to conduct actuarial, financial, and/or statistical forecasting of cash flow and budgetary needs for a public health care third-party payer program;
- Practical experience using cost and utilization data to estimate budgetary savings or costs due to program changes in a public health care financing program;
- Working experience with a federal or state Medicaid program, State Children's Health Insurance Program (SCHIP), 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
- Capability to manage business relationships with professional services firms, such as actuaries and health care consultants.

The preferred qualifications above will be considered in conjunction with additional general requirements listed throughout this Vacancy Announcement.

General Requirements

The Fiscal Research Division (FRD) seeks dynamic individuals with strong analytical skills who can think quickly under pressure. FRD analysts are nonpartisan and serve as the primary budget and finance staff to the North Carolina General Assembly's 170 members as well as its funding and

(See page three for information on how to apply for this position.)

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policy committees. North Carolina's 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.

We Want Individuals Who Are:

- Energized about public policy and delivering nonpartisan objective policy analysis
- Creative problem solvers
- Skilled at quantitative analysis
- Excellent writers
- Confident public speakers
- Composed under pressure
- Excited by teamwork and collaboration

What Fiscal Analysts Do:

- Work directly with Legislators to develop the State's budget and other legislation
- Analyze and publically present information on existing and/or proposed programs and policies, providing options to improve program efficiency and effectiveness
- Compose policy briefs on the fiscal impact of proposed legislation
- Provide accurate and reliable data and policy analysis
- Provide support and analysis to Legislators in the drafting of budget and policy legislation
- Monitor agency actions to ensure compliance with legislative intent
- Work objectively and impartially and adhere to strict confidentiality requirements
- Develop and expand expertise in all policy areas through site visits, interim study topics, agency meetings, and outside research

Applicant Requirements:

- **Education & Experience:** We will only consider candidates with a bachelor's degree plus five years' experience in public policy work or a master's degree plus two years 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 are expected to demonstrate proficiency in Microsoft Excel, Word, and PowerPoint or similar products.

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Application Process:

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Submit:

1. A detailed cover letter that must address how the candidate meets the: a) preferred qualifications, b) general requirements, and c) education and experience prerequisites.
2. A current résumé (no more than 2 pages).
3. A General Assembly Application (<http://www.ncleg.net/NCGAInfo/directories/jobs.html>). Enter the vacancy number listed on the top of page 1 of this announcement on the application. To complete electronically, please use the WORD version of the application form and print for submission. Typed applications are strongly preferred.
4. Application, resume, and cover letter must be received in the Personnel Office by **5:00 p.m. on April 25, 2012**. Send to:

**Judy Braudwell
Personnel Office
North Carolina General Assembly
Room 5, Legislative Building
16 West Jones Street
Raleigh, NC 27601**

Benefits:

The State of North Carolina offers the following benefits for State Employees:

- **Paid vacation and sick leave**
- **Enrollment into employer-sponsored group retirement and health benefits**
- **Ability to enroll in supplemental retirement plans**
- **Ability to enroll in a variety of flexible benefit plans**

For information about the position or questions about this announcement, please contact Mark Trogon with the Fiscal Research Division at (919) 733-4910.