

Analyst I or II (working title: “Deputy Director”) Legislative Commission on Pensions and Retirement

An excellent opportunity is available in the Minnesota legislature to serve as an Analyst I or II for the **Legislative Commission on Pensions and Retirement**, a standing bipartisan commission of fourteen legislators. Among other duties, the Analyst performs research, analysis, and bill drafting to assist the Commission in developing legislation on retirement and pension issues. The position reports to the Executive Director.

The position description for this unclassified, non-partisan, full-time position is available at <https://www.lcc.leg.mn/jobs/> or call 651.296.2750 to request a copy.

The recruitment salary ranges for the positions are as follows:

- Analyst I: \$73,000 to \$88,000
- Analyst II: \$80,500 to \$100,000.

Starting salary and level will be commensurate with experience. As described below, the State offers an excellent benefits package.

The position will remain open until filled. To ensure consideration, please submit a cover letter, resume, and a brief writing example by May 22, 2023, via email to lcpr@lcpr.mn.gov or mail to Legislative Commission on Pensions and Retirement, 600 State Office Building, 100 Rev. Dr. Martin Luther King, Jr. Blvd., St. Paul, MN 55155.

Minimum Qualifications

A candidate for the Analyst I position must have at least two years of relevant experience and a bachelor’s degree in a relevant subject area. Relevant subject areas include actuarial science, accounting, business administration, economics, law, public administration, public policy, journalism, and finance.

To be considered for the Analyst II position, a candidate must have four years of relevant experience and a graduate degree in a relevant subject area. Three additional years of experience may replace the graduate degree requirement.

Desired Qualifications

Demonstrated familiarity with retirement and pension topics, concepts, and governing law, and commitment to developing expertise in retirement and pension topics, concepts, and governing law.

Prior experience related to the legislative process in Minnesota or another state.

Admission to the bar, CPA, or certification in actuarial science.

Why work for the LCPR?

The work is interesting and challenging, providing opportunities to work on a wide variety of issues directly with legislators, House research and fiscal staff, Senate counsel and fiscal staff, and management and staff for the public pension funds. The Analyst will develop a deep understanding of public pensions, governing federal and state law, and the legislative process.

Comprehensive Benefit Package

Positions in the LCPR receive a **comprehensive benefits package**. The State of Minnesota offers exceptional benefits including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, pension plan and 457(b) plan with a match, vacation and sick leave and paid holidays each year.

The LCPR recognizes there are key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life balance. These benefits, in addition to your salary, make up your total compensation.

Health and Wellness

The State encourages wellness and promotes preventive care, offering many benefits and resources to help employees and their families lead healthy, balanced lives. This includes:

- Low-cost medical, dental, and vision insurance packages, including prescription drug coverage, to fit your needs to ensure you are happy and healthy
- Free, confidential help through the Employee Assistance Program (EAP)
- Wellness programs and resources to help you reach your wellness goals.

Financial Well-Being

The State offers pension and savings plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A pension and deferred compensation plan (MNDCP) with an employer-paid match to help you plan for your future.
- Basic life insurance at no cost to you. Additionally, you have the option of choosing supplemental life insurance (including spouse and child life options), short- and long-term disability, and accident insurance.
- Pre-tax benefits, including dependent day care, medical/dental spending accounts (MDEA), and parking and public transit options.

Professional Development

Professional development that empowers employees to do the work they love and reach their career goals is encouraged. This includes:

- Training and development courses
- Leadership institutes and programs
- Coaching and mentoring
- Career planning

Work/Life Balance

Work/life balance is supported through:

- The potential for flexible work schedules during the interim when the legislature is not in session
- Compensatory time options
- On average 16.25 days of paid vacation each year based on a 5-hour accrual rate with opportunity for increased accruals as service time increases
- 13 days of paid sick leave each year based on a 4-hour accrual rate
- Optional vacation leave and sick leave bank credits offered to new employees
- 10 paid holidays and 2 floating holiday each year
- 6 weeks of paid parental leave to help you bond in the important weeks after you bring your child home.

During peak periods, LCPR staff may experience long work hours and deadlines requiring the ability to stay composed under pressure.

The LCPR values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace.

An Equal Opportunity/ADA employer