



## POSITION VACANCY

### WYOMING LEGISLATIVE SERVICE OFFICE

**Position Title: Associate Regulatory Impact Analyst, Regulatory Impact Analyst, Senior Regulatory Impact Analyst**

#### **Position Overview:**

The Legislative Service Office (LSO) is seeking a diverse pool of qualified applicants for the position of Regulatory Impact Analyst within the Research and Evaluation Division. The LSO is a year-round, non-partisan, legislative service agency that provides professional, technical and administrative support to the Wyoming Legislature. The Legislature convenes annually for 20-day sessions in even-numbered years and 40-day sessions in odd-numbered years. The LSO Research and Evaluation Division provides high-quality policy analysis, research, and assistance to committees and individual legislators. The Regulatory Impact Analyst position will not only perform in-depth review of administrative rules proposed by executive branch agencies, but will also assist with policy research on a variety of topics and assist with staffing legislative committees.

#### **Essential Functions:**

- **Primary**
  - Confirm statutory authority underlying proposed rulemaking by agencies.
  - Identify and analyze possible alternatives to proposed rules.
  - Estimate impacts of proposed rules, to include:
    - Positive or negative effects on State revenue.
    - Cost savings or financial benefits to the State and its residents and businesses.
    - Compliance costs for regulated entities.
    - Administrative costs for implementing agencies.
  - Assess and quantify significant adverse effects of proposed rules on competition, employment, investment, productivity or innovation.
  - Collaborate with agency personnel throughout the data collection and review processes.
  - Research and evaluate programs to determine whether State agencies are operating in accordance with legislative intent.
- **Secondary and Session-Specific**
  - Conduct independent research and analysis of public policy issues for individual legislators and legislative committees.

- Prepare fact sheets, research memoranda, issue briefs and short reports.
- Conduct in-depth research on topics of interest for interim committees. Attend committee meetings throughout the State, present research findings to committees, and assist with meeting setup, live streaming, and preparation of minutes.
- Provide primary staff assistance to standing committees during the legislative session. Prepare meeting notices, live stream meetings, and record votes and amendments.

**Minimum Qualifications:**

- Undergraduate degree in a relevant field, such as economics, political science, accounting, finance or statistics.
- Interest in the legislative process and implementation of statute, as well as a curiosity to learn.
- Excellent mathematical, research and writing skills.
- Ability to work with a variety of people in an unbiased manner.
- Ability to effectively work independently and as part of a team.
- Ability to question and objectively review proposed administrative rules with an emphasis on both efficacy and efficiency.
- Ability to conduct objective, nonpartisan research on potentially controversial topics.
- Ability to act professionally and perform at a high level in a fast-paced, high-pressure environment.
- Ability to maintain discretion, nonpartisanship, and strict confidentiality.

**Preferred Qualifications:**

- Graduate degree in a relevant field, such as economics, public policy, public administration, business administration, or law.
- Two years' experience in economic analysis, public policy research or other relevant areas.
- Two years' experience with dynamic impact modeling utilizing predictive analytics software.

**Position Details:**

- The LSO has three classifications for this position: Associate Regulatory Impact Analyst, Regulatory Impact Analyst, and Senior Regulatory Impact Analyst. The salary for the Associate Regulatory Impact Analyst begins at \$68,000 per year, with subsequent classifications beginning at higher salary levels. The position classification and commensurate starting salary will be determined by the Director of the LSO based upon a successful applicant's qualifications and experience.
- In-state travel required.
- In-person position.

- Overtime is required during the legislative session and certain other periods as necessary to meet the demands of the Legislature.
- All employment with the Wyoming Legislature is at-will.
- Employees of the LSO receive many of the same benefits as executive branch employees of the State of Wyoming, including vacation and sick leave accrual, and participation in health, dental and vision plans and the Wyoming Retirement System. For specifics, please see <https://ai.wyo.gov/for-job-seekers/benefit-information>.

**How to Apply:**

Electronically send a cover letter, resume, writing sample, professional references, and post-secondary transcripts to Matthew Petry, Research and Evaluation Division Administrator, at <mailto:Matthew.Petry@wyoleg.gov>.

**Application Deadline:** Open until filled.



# WYOMING LEGISLATIVE SERVICE OFFICE EMPLOYEE BENEFITS

*The Legislative Service Office provides high-quality, professional and non-partisan staff support to exercise the constitutional duties of the Wyoming Legislature.*



## COMPENSATION PHILOSOPHY

LSO values individuals that are intellectually curious, deeply committed, and driven to make a difference. LSO's philosophy is that compensation should be performance based. Though LSO is an agency of the legislative branch of Wyoming state government, in many ways, it operates akin to a private sector organization—valuing results, rewarding initiative, and promoting excellence. Unlike other governmental employers, LSO roles are exempt from rigid personnel classification schedules. While compensation may be comparable to executive or judicial branch positions with similar responsibilities, it also reflects the additional skills required and the conditions and limitations under which LSO employees operate. An employee may advance in position title and position level and receive a corresponding compensation increase by meeting core competencies and required experience.

## SIGNING BONUS & RELOCATION EXPENSES

Subject to the LSO's director's discretion, available funding, and the circumstances of an initial hire, certain one-time payments may be available. These one-time payments may include a new-hire incentive payment and/or reimbursements related to relocation expenditures.

## LONGEVITY PAY

For each five (5) years of satisfactory service, an employee shall be entitled to longevity pay in the amount of \$40 per month.

## SICK LEAVE

Accrued each pay period, eight (8) hours per month or twelve (12) working days per year.

## TRANSFER OF & NEWLY HIRED LEAVE

Employees of the executive branch or judicial branch who accept employment at the LSO without an intervening break in service may transfer accrued vacation and sick leave. Employees who start their employment with LSO with less than forty hours (40) of transferable accrued vacation and sick leave receive up to forty (40) hours of accrued annual and sick leave for immediate use.

## COMPENSATORY TIME/OVERTIME

The Legislature's Management Council and the LSO director may authorize professional staff employees, excluding the director and division administrators, paid compensatory leave days or hours in recognition of extraordinary time and effort. With the approval of the Management Council, the director may exchange compensatory leave for a payment of up to 100% of the compensatory leave awarded in certain circumstances. Administrative support personnel and legislative editors who work over forty (40) hours per week at the request of the LSO director receive pay or compensatory leave as specified by policy.

## EMPLOYEE REFERRAL BONUS PROGRAM

At LSO, we value the judgment of our team and trust their insight into who would make a strong colleague. To recognize that, any LSO employee who refers a candidate who is hired may be eligible for a \$2,500 recruitment bonus, subject to the conditions outlined in the personnel manual.

## HOLIDAYS

Except for holidays that fall on the days when the Legislature is in session, the following nine (9) holidays are observed by LSO: New Year's Day, Martin Luther King, Jr. / Wyoming Equality Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

At the direction of the LSO director, four (4) hours of administrative leave may be awarded in honor of Cheyenne Day (Wednesday during Cheyenne Frontier Days) and eight (8) hours of administrative leave may be awarded for the day after Thanksgiving.



## HISTORY ABOUND

**The Legislative Service Office is located inside the Wyoming State Capitol. As one of only 20 state Capitols designated as a National Historic Landmark, with a historic past that dates back to 1888, history comes alive daily in the workplace.**





### **BEREAVEMENT LEAVE**

Qualifying employees are granted five (5) days of bereavement leave upon the death of an immediate family member.

### **PAID FAMILY AND MEDICAL LEAVE**

While LSO employees are not covered under the federal Family and Medical Leave Act of 1993, the Legislature’s Management Council has adopted a policy to provide up to twelve (12) weeks of job-protected leave for certain family and medical reasons for qualifying employees, of which six (6) weeks are paid. An employee may elect to use accrued paid leave or unpaid leave for the remaining six (6) of protected leave.

### **EMPLOYEE RECRUITMENT, RETENTION & WELLNESS**

With the approval of the Legislature’s Management Council, the LSO may provide staff recognition and appreciation awards, food and beverage (excluding alcoholic beverages), and other employee benefits that encourage the recruitment and retention of highly-qualified staff.

### **ALTERNATE WORK SCHEDULE - FLEX TIME**

Dependent upon the employee’s workload, assigned duties, and ensuring adequate staff coverage in the employee’s section, employees are eligible to work a flexible schedule during the interim months. Flextime allows employees to choose an arrival and departure time between 6:30 a.m. and 6:30 p.m., with or without a break for lunch, and requires a minimum work week of forty (40) hours on Monday through Friday and a minimum workday between four (4) and ten (10) hours.

### **REMOTE WORK**

The director may authorize LSO employees to perform their job duties at an alternate work location (remote work) if the employee meets specified criteria and the director determines remote work to be necessary or convenient for the best functioning of the LSO in carrying out its mission. Remote work is currently only authorized on an occasional basis when employees need to tend to short-term emergency matters or for other unique circumstances.

Vacation time accrued each pay period in accordance with the following schedule:

Years of Service	Hours/Month (Days/Year)
0-4 years	8 hours (12 days)
5-9 years	10 hours (15 days)
10-14 years	12 hours (18 days)
15 or more	16 hours (24 days)

Maximum accrual for first five (5) years of service is 240 hours (30 days).  
 Maximum accrual after five (5) years of service is 384 hours (48 days).





#### MODERN OFFICE SPACE

In 2019, the State of Wyoming completed a \$300 million restoration of the Capitol Square. This investment provided state-of-the-art infrastructure and technology modernizing the workplace, while honoring the historic grandeur of Wyoming's architectural crown jewel.

#### Wyoming Retirement System Deferred Compensation

- Voluntary 457(b) deferred compensation plan
- State contributes \$20/month to employees enrolled in the plan
- Employee and employer (combined) may contribute up to \$22,500 per calendar year
- Retirement and investment services free of charge

#### MEDICAL INSURANCE

State pays roughly 82% towards the employee's elected health, dental and basic life insurance plan, equivalent to \$900.19 / individual per month to \$2,057.60 / family per month. Preventative care is covered at 100%. \$35 primary care copay/\$55 specialist care copay.

#### Cigna

Choose between four (4) plans:

- Opt. 1: \$900 Individual / \$1,800 Family Deductible
- Opt. 2: \$2,000 Individual / \$4,000 Family Deductible
- Opt. 3: \$4,000 Individual / \$8,000 Family Deductible
- Opt. 4: High Deductible Health Insurance Plan: \$1,500 Individual / \$3,000 Family

#### DENTAL INSURANCE

##### Delta Dental

- Deductible: \$50 Individual / \$100 Family
- Diagnostic and Preventative: 100%

#### TRAINING AND DEVELOPMENT

LSO employees are encouraged to apply for employer-paid trainings sponsored by the National Conference of State Legislatures, the Council of State Governments, or other trainings you are interested in that are applicable to your job.

#### STATE OF WYOMING BENEFITS

The following provides a summary of benefits provided by the State of Wyoming. These benefits are administered by and subject to changes by the executive branch and state and federal law. Where applicable, the contribution maximums listed are based on calendar year 2023. LSO employees' participation is authorized as provided for in the Personnel Manual.

For complete and current information on State of Wyoming benefits and limitations, please visit: <https://ai.wyo.gov/for-job-seekers/benefit-information>

#### RETIREMENT

##### Wyoming Retirement System Defined Benefit Plan (Tier 2)

- Mandatory participation; vesting after four (4) years of service
- **Lifetime** monthly retirement benefit upon vesting and meeting age and service requirements
- Employee contribution: 9.25% of salary (state pays 5.57% and employee pays 3.68%)
- Additional State contribution: 9.37% of salary
- Total state contribution: 14.94% of the total 18.62% in contributions (rate adjustments scheduled for 2026)
- Multiplier: 2% for all years
- Highest Average Salary: 5 years
- Retirement Age: 65 or Rule of 85 (age plus years of service)



### Delta Dental Voluntary Optional (Premium Required)

- Basic Dental: 80%
- Major Dental: 50%
- Maximum Benefit: \$2,000

## VISION INSURANCE

### VSP Voluntary Coverage (Premium Required)

- Examination: Every 12 months, \$10 copay
- Lenses: Every 12 months, \$25 copay
- Frames: \$170 allowance, every 24 months (Plan B), \$190 allowance every 12 months (Plan C)
- Contacts: Every 12 months, same as frame allowance

## FLEXIBLE SPENDING ACCOUNTS (FSA)

FSA accounts allow you to set aside pre-tax funds to pay for eligible health and/or dependent care expenses before your federal and Social Security taxes are calculated.

- Health Care: employees may contribute up to \$3,300 per calendar year
- Dependent Care: employees may contribute up to \$5,000 per calendar year

## PET INSURANCE

### MetLife (Premium Required)

- Levels of coverage: \$500-unlimited
- Deductible: \$0-\$2,500
- Reimbursement: 50%-90%

## LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE (AD&D)

### Standard Insurance Co., Basic Life Insurance

- Employee (varies by age): \$50k to \$4,500 life and \$20K to \$2K AD&D
- Dependent \$4,000 life

### Standard Insurance Co., Voluntary (Premium Required)

- Employee (varies by premium): \$10k to \$250k life
- Spouse (varies by premium): \$10K to \$40k
- Child: \$10k

### National Conference on Public Employee Retirement Systems, Voluntary (Premium Required)

- Employee (varies by age): \$225k to \$7,500 life, \$100K to \$7,500 AD&D
- Spouse (varies by age): \$20k to \$4k life
- Child: \$4k life

## SHORT TERM AND LONG TERM DISABILITY

### Aflac, Voluntary (Premiums Required)

- Short Term Disability: 66 2/3% of base weekly earnings less any deductible income; Benefit max \$1,500 per week
- Long Term Disability: 60% base gross monthly earnings less any deductible income; Benefit max \$6,500 monthly

## AMBULANCE COVERAGE

### MASA Medical Transport Solutions, Voluntary (Premium Required)

- Coverage for both ground and air emergency transportation services.

For complete information on LSO policies, benefits, and limitations, please refer to the Wyoming LSO Personnel Manual.





## WHY CHEYENNE?

Located on the northern end of the Rocky Mountain front range, Cheyenne offers abundant opportunities for families and individuals alike. With picture perfect summers and four distinct seasons, Wyoming's capital city offers plentiful outdoor opportunities year-round including more than 40 miles of Greenway system around the city.

The city of Cheyenne has a population of approximately 65,000, while the encompassing Laramie County population is just over 100,000 people. Cheyenne continues to be rooted in the western tradition it was founded on in 1867 but is continuously ranked high among broadband connectivity, public education, recreation opportunities and safety.

The city also embodies the spirit of volunteerism through a variety of large community events each year, including Cheyenne Frontier Days, the World's Largest Outdoor Rodeo and Western Celebration. During the last full week of July, the city swells to accommodate three times its population while more than 2,000 community volunteers help to make the event happen each year.

## AREA HIGHLIGHTS

- Curt Gowdy State Park: 20 miles
- Vedauwoo Recreation Area: 38 miles
- University of Wyoming: 48 miles
- Snowy Range Ski Area: 85 miles
- Medicine Bow-Routt National Forest: 90 miles
- Denver, Colorado: 100 miles

