

**State of Washington
Caseload Forecast Council
invites applications for the position of:
Senior Caseload Forecaster (Exempt)**



SALARY: \$6,023.00 - \$10,738.00 Monthly
\$72,276.00 - \$128,856.00 Annually

OPENING DATE: 03/22/22

CLOSING DATE: Continuous

DESCRIPTION:



This position is open until filled. The Hiring Manager reserves the right to make a hiring decision at any time. It will be in your best interest to apply as soon as possible.

The Caseload Forecast Council (CFC) was created by the Legislature in 1997 to provide Washington State government with accurate, unbiased, and widely understood caseload forecasts, to analyze key forecast drivers, and to identify the potential risks to the forecasts. In 2011, the CFC acquired duties related to the collection, maintenance, and reporting of adult sentencing and juvenile disposition data. Council employees are led by an Executive Director, who serves at the discretion of a Council composed of four legislative members and two executive branch members appointed by the Governor.

DUTIES:

Senior caseload forecasters are responsible for the development, tracking, analysis, and revision of entitlement caseload forecasts. Their responsibilities include maintaining historical caseload data, collaborating with professional and policy staff of other state, legislative, and executive agencies in developing forecast models and assumptions, and presenting forecasts to the Council. Forecasters also work interactively with each other, using their specialized knowledge of forecasting techniques, computer programming, particular information systems, and business processes of various state agencies in order to maximize the professional talents of the entire staff.

Responsibilities include, but are not limited to:

- Develop, track, and revise caseload forecasts, which involves time series modeling, simulation modeling, incorporation of policy changes into the forecast assumptions, and communication between various stakeholders in the forecast process.
- Facilitate, coordinate, and manage a range of activities related to successfully running technical workgroup meetings involving budget, policy, and forecast analysts from the Legislature, the Office of Financial Management, and related state agencies.
- Monitor and evaluate the validity of administrative data and manage databases used to analyze historical data and to prepare and track forecasts.
- Work in collaboration with other caseload forecasters in strategic planning for forecast model development, tracking, and analysis.
- Present official caseload forecasts to the Council three times a year, explain statistical techniques and assumptions underlying the forecasts in non-technical language, and summarize information explaining forecast variance.
- Provide research support to Council leadership and staff and help to identify opportunities for strategic alliances.

- Uphold the CFC's mission of providing accurate, unbiased, and widely understood consensus-driven forecasts.

QUALIFICATIONS:

DESIRABLE QUALIFICATIONS:

- PhD in statistics, social sciences, or related field. Master's degree considered with appropriate work experience
- Experience with statistical techniques and research methods
- Knowledge of state social service programs
- Familiarity with the state budget process
- Ability to perform high quality, objective research and data analysis to support policy or budget-related decision-making
- Experience in a self-directed work environment
- Intellectual curiosity and a proactive approach to problem-solving
- Demonstrated excellence in written and oral communications across diverse audiences on a range of complex and technical issues
- Experience in facilitating meetings and collaborating with a wide range of stakeholders
- Demonstrated proficiency using MS Word, Outlook, Excel, PowerPoint, and SAS or a related statistical software
- Experience working with large state administrative databases, such as the Automated Client Eligibility System (ACES) and Provider One

SUPPLEMENTAL INFORMATION:

THIS POSITION IS EXEMPT FROM CIVIL SERVICE.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

Salaries for professional forecast staff are competitive. The specific salary will depend on the candidate's education and experience.

Conditions of Employment:

- **COVID Vaccination Requirement:** Per Governor Inslee's [Proclamation 21-14 \(Download PDF reader\)](#), state employees must be fully vaccinated against COVID-19. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. If you are selected to serve in this position, you will be required to provide proof of vaccination before you are able to begin work.

Please note that any offer of employment is contingent upon you providing verification of your vaccine status, having an approved medical accommodation, or having an approved religious accommodation. No start date will be approved until you have either verified your vaccine status or have an approved accommodation.

Please do not attach your vaccination verification to your application as it will be removed. Details on how to proceed with verification or accommodation will be provided once a conditional offer has been made.

TO APPLY FOR THIS POSITION, APPLICANTS SHOULD SUBMIT:

- A **letter of interest**, describing how you meet the specific qualifications for this position;

- A current **resume**, detailing experience, and education; and
- A list of at least three **(3) professional references** with current telephone numbers.

Please submit application materials to Kathleen.turnbow@cfc.wa.gov or the following address:

Caseload Forecast Council
1110 S Capitol Way
P.O. Box 40962
Olympia, WA 98504-0962

Application Deadline: *This recruitment is open until filled. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. Therefore, we encourage you to submit your application materials as soon as possible. First round application reviews will likely begin the week of **March 28, 2022**.*

Opportunity for All:

The Caseload Forecast Council celebrates our differences and we are committed to a workplace that supports equal opportunity employment and inclusion regardless of race, creed, color, national origin, citizenship or immigration status, marital status, families with children (including pregnancy, childbirth, or related medical conditions), sex, sexual orientation, gender identity diversity, age, status as a protected veteran, honorably discharged veteran or military status, status as an individual with the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with disabilities or other applicable legally protected characteristics. We will also consider qualified applicants with criminal histories, consistent with applicable federal, state and local laws.

You are welcome to include the name and pronoun you would like to be referred to in your materials and we will honor this as you interact with our organization.

Contact Information:

Applicants who are deaf or hard of hearing may call through the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

For questions about this recruitment or to request a reasonable accommodation in the application process, contact Angie Anderson at (360) 407-8446 or email jobs@des.wa.gov.