

# 16-08 ANALYST-MANDATE ANALYSES

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## *Budget Analysis Division*

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. The Budget Analysis Division is seeking an analyst to work in its State and Local Government Cost Estimates Unit and help carry out the agency's responsibilities under the Unfunded Mandates Reform Act. In particular, the analyst's primary responsibilities will include:

- Estimating the impact of federal legislation on the budgets of state, local, and tribal governments and, potentially, on private-sector entities;
- Tracking and analyzing financial data from state and local governments; and
- Responding to related inquiries from the Congress.

CBO's estimates of the costs of federal mandates on governments at other levels play a significant role in the Congress's consideration of legislation. The State and Local Unit works closely with Congressional staff and representatives of state, local, and tribal governments, acting as a key link in the legislative process to identify and quantify the effects of federal legislation on other levels of government. The analyst will be responsible for a portfolio of specific program areas, which will probably include legislation dealing with commerce, justice, and transportation issues—but the specific portfolio will be determined, in part, on the basis of the skills and experience of the person hired.

### ***Qualifications***

Candidates for this position must be able to accurately interpret and analyze legislative proposals and must have a graduate degree in public policy, public administration, economics, or a related field. Familiarity with state or local finance is desirable. The ideal candidate is someone who is adept at searching out sometimes hard-to-find information that will help identify the potential effects of legislation and who can distill that information into a concise, accessible form. The position requires a person with a strong quantitative orientation and, because the pace (which is closely tied to the flow of legislative activity on Capitol Hill) can be fast, the ability to write well and complete projects under tight deadlines. In addition to proficiency in Word and Excel, experience working with SharePoint and Access would be helpful.

### ***Salary and Benefits***

The salary is competitive and will be commensurate with experience, education, and other qualifications. CBO offers excellent benefits and an appealing work environment.

### ***How to Apply***

Please submit a cover letter, résumé, salary history, short writing sample, and contact information for three references at [www.cbo.gov/careers](http://www.cbo.gov/careers) by October 25th to ensure consideration. Recent graduates should submit an unofficial copy of transcripts. This position is covered by the Veterans Employment Opportunities Act of 1998 as made applicable to CBO by the Congressional Accountability Act, as amended.

### ***Contact***

Nancy Fahey or Angela Smart, Washington, DC, 202-226-2628, [careers@cbo.gov](mailto:careers@cbo.gov)

