Budget Analysis Division

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. CBO’s Budget Analysis Division seeks an analyst to work in its Income Security and Education Cost Estimates Unit, which is responsible for preparing multiyear budget projections and producing cost estimates for legislative proposals related to education, income security, nutrition, and housing programs. The analyst will be responsible for preparing budget projections and cost estimates for some of those program areas, including elementary and secondary education, Pell grants, and some aspects of the student loan programs. Much of that work necessitates quick turnarounds, in response to the needs of Congressional committees.

The Congress relies on CBO’s work to prepare its annual budget plans, review the President’s budgetary proposals, and assess the budgetary effects of legislation. CBO’s analysts work closely with Congressional staff and agency officials; they have wide-ranging responsibilities and often play a significant role in the legislative and budget processes.

Qualifications
Candidates for this position must be able to accurately interpret and analyze legislative proposals. A graduate degree in public policy, public administration, economics, or a related field is required, and some experience analyzing or working on education policy issues is desirable.

This position requires an analyst with a strong quantitative orientation, the ability to handle several analytic issues simultaneously, and the ability to independently complete written projects under tight deadlines. Strong oral and written communications skills are also required, especially the ability to communicate complex material clearly and concisely to colleagues, Congressional staff, Members of Congress, and the public. Experience using statistical software is essential (preferably SAS, though experience with similar software is acceptable).

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, brief writing sample, and contact information for three references online at www.cbo.gov/careers. Recent graduates must submit an unofficial copy of academic transcripts. Only complete applications will be considered. Although there is no deadline, this job opening may be closed when CBO has received a sufficient number of applications from qualified candidates. This position is governed by the Veterans Employment in Opportunity Act, as made applicable by the Congressional Accountability Act, as amended.

Contact
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