21-08 Assistant Analyst

BUDGET ANALYSIS DIVISION

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. Three units within CBO's Budget Analysis Division are seeking a total of two assistant analysts. Specific duties will vary but will include research assistance, statistical analysis, fact-checking and quality assurance, database management, literature review, and graphics production to address policy questions and prepare analyses to meet the needs of Congressional committees.

These are entry-level positions, limited to three years' duration. They are ideal for someone interested in gaining substantive work experience before attending graduate school in economics, public policy, or a related field but not for someone who holds or is completing a master's degree.

One assistant analyst is sought for the **Low-Income Health and Prescription Drug Cost Estimates Unit,** which works closely with Congressional staff on U.S. health care policy, preparing multiyear projections for federal spending. The assistant analyst's work primarily concerns federal programs that operate though private markets for health insurance, including the health insurance marketplaces and employment-based insurance.

The other assistant analyst will work jointly with the **Scorekeeping Unit** and the **Projections Unit.**

The Scorekeeping Unit coordinates cost estimates for appropriation legislation, tracks the cost of newly enacted laws, and prepares reports that the Congress uses to enforce rules and procedures for the budget process. The Projections Unit coordinates multiyear budget projections and compiles historical budget data. Together, these units maintain the databases that underlie the Budget Analysis Division's analyses and ensure the integrity of data they contain.

Qualifications

Candidates for this position must have the following:

- A bachelor's degree in public policy, public health, policy analysis, economics, data science, computer science, or a related discipline, by January 2021.
- A desire to work on issues of current interest to the Congress.
- Strong quantitative and organizational skills, excellent attention to detail, strong oral and written communication skills, and an ability to work both independently and collaboratively, often under tight deadlines.
- Proficiency with Excel and other Microsoft Office products. For one position, experience with SQL, Visual Basic, SharePoint, and database management is preferred.

Candidates must be able to obtain and maintain a Tier 1 (NACI) investigation.

Salary and Benefits

Starting salaries range from $45,000 to $50,000 and are commensurate with related experience. CBO offers excellent benefits and a collegial, respectful work environment.

How to Apply

Submit a cover letter, a résumé, unofficial transcripts, and contact information for three references at www.cbo.gov/careers. To ensure consideration, apply by November 17, 2020; incomplete applications

Congressional Budget Office

will not be considered. This position is governed by the Veterans Employment Opportunities Act of 1998, as made applicable to CBO by the Congressional Accountability Act, as amended.

Contact

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