

Position Announcement

Budget Analysts I, Legislative Budget Office - Minnesota Legislature

The Legislative Budget Office (LBO) is seeking candidates to fill multiple budget analyst positions. This is a full-time benefits eligible position. Budget analysts at the LBO enjoy rewarding work supporting the Minnesota Legislature by providing timely and accurate information on the fiscal effects of proposed legislation.

The LBO will begin reviewing applications on January 20. **Interested applicants must submit a cover letter with their resume to the LBO Budget Analyst Search Committee at lbo@lbo.mn.gov** or mail to LBO Analyst Search Committee, Legislative Budget Office, B23 State Office Building, St. Paul, MN 55155. If you have specific questions, please contact Christian Larson at christian.larson@lbo.mn.gov.

The Budget Analyst I will provide expertise to support the development of fiscal notes and local impact notes. This includes, but is not limited to, fiscal oversight, financial analysis, and coordination of the information in a fiscal note and local impact note. Fiscal notes and local impact notes are the official documentation, established through law, of the estimated fiscal impact of proposed legislation. Typical duties require a budget analyst to:

- Provide independent and objective review and analysis of data and assumptions used in fiscal notes and local impact notes prepared in their assigned budget areas.
- Track relevant legislation as it moves through the legislative process.
- Develop and maintain relationships with legislative, agency, and judicial staff to establish priorities and support the coordination of the fiscal note process.
- Ensure that fiscal notes are consistent with statutory requirements and approved standards.
- Operate in a nonpartisan manner in all aspects of work.

The Legislative Budget Office will determine the starting salary based on the successful applicant's qualifications. The recruitment range for the position is \$64,400 to \$80,000. A complete position description is available on <https://www.lcc.leg.mn/jobs/> or call 651-297-7146 to request a copy. For more information regarding the LBO, visit <https://www.lbo.leg.mn>

Minimum Qualifications

To be considered, a candidate must submit a cover letter and have:

- Bachelor of Arts or Bachelor of Science Degree.
- 2 years of experience or training in a budget analysis environment. An advanced degree may substitute for the experience or training requirement.
- Knowledge of finances, budgeting, and financial management.
- Excellent written and oral communication skills.
- Nonpartisan background and the ability to act in a politically neutral manner.

Desired Qualifications

- Advanced degree in budgeting, public finance, public policy, law or similar area.
- Experience working in the development of a state, local, or federal budget.
- Knowledge of Minnesota state government and the legislative process.

Why work for the LBO?

The LBO is committed to build a staff complement that includes diverse perspectives and backgrounds. The LBO plays a meaningful role in the legislative process and provides elected officials with objective and nonpartisan analysis needed to make informed decisions. The Minnesota Legislature offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, retirement plan, optional tax-deferred compensation, vacation and sick leave and paid holidays each year.

An Equal Opportunity/ADA employer