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 seeks an analyst to work in its Scorekeeping Unit, which is primarily responsible for preparing cost estimates for 12 annual appropriation bills at each stage of House and Senate action.

The analyst will be responsible for two of those appropriation bills, to be determined at the time of hiring. The analyst will coordinate estimates, collaborating closely with others in the division, and will present analyses to key Congressional staff members of the House and Senate Budget Committees, the Committees on Appropriations, authorizing committees, and staff working for individual Members of Congress. The analyst also will review proposals in the President's annual budget, assist in preparing the baseline budgetary projections that CBO supplies to the Congress three times each year, work with other analysts to determine the effects of authorizing proposals on subsequent appropriation legislation, and contribute to an annual report, Expired and Expiring Authorizations of Appropriations.

Qualifications

Candidates must have a graduate degree in public policy, public affairs or administration, or a related field (or a bachelor’s degree and at least two years of relevant federal budget experience). Familiarity with the federal budget process and Congressional procedures—including scorekeeping guidelines and budget laws—is preferred.

This position requires strong organizational and analytical skills and close attention to detail. Very strong communication and interpersonal skills—especially the ability to communicate complex material clearly and concisely to colleagues and Congressional staff—are required. Because the pace of the work (which is closely tied to the flow of legislative activity in the Congress) can be fast, the ability to manage several tasks simultaneously, frequently under tight deadlines, is essential. The ideal candidate will be motivated to independently research relevant policy and procedural issues and able to conduct complex analyses in collaboration with colleagues.

Salary and Benefits

The salary is competitive and will be commensurate with education and related experience. CBO offers excellent benefits and a collegial, respectful work environment.

How to Apply

Please submit a cover letter, résumé, salary history, short writing sample, and contact information for three references to www.cbo.gov/careers by September 17, 2017 to ensure consideration. Candidates who have graduated within the past two years should submit unofficial transcripts. Only complete applications will be considered.

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

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