The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. CBO’s Budget Analysis Division seeks two analysts 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, social security, nutrition, and housing programs. Much of the work needs to be done quickly in response to the needs of Congressional committees. One analyst will be responsible for program areas that include unemployment insurance, pension insurance, and other labor-related issues; the other will cover the Supplemental Security Income program, nutrition programs, and other programs serving low-income families.

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

Qualifications
Candidates for these positions must have a graduate degree in public policy, public administration, economics, or a closely related field and must be able to accurately interpret and analyze legislative proposals. Proficiency using Excel is required; experience with statistical software or a programming language is also required (preferably SAS, though similar software is acceptable). Experience analyzing or working on labor, social insurance, or low-income issues is strongly preferred.

The positions require 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 required, especially the ability to communicate complex material clearly and concisely to colleagues, Congressional staff, Members of Congress, and the public. The candidate selected to work on the social security program must have had or be able to obtain a favorable adjudication of a Tier Two background investigation, which includes a credit check.

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

How to Apply
Please submit a cover letter, résumé, salary history, brief writing sample, and contact information for three references at www.cbo.gov/careers by October 2 to ensure consideration. Recent graduates must submit an unofficial copy of academic transcripts. Only complete applications will be considered. This position is covered by the Veterans Employment Opportunities Act, as made applicable by the Congressional Accountability Act, as amended.

Contact
Nancy Fahey, Washington, DC, 202-226-2628, careers@cbo.gov