

# Program Analyst Role

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## Overview

**The Senate Budget & Evaluation Office (SBEO) staffs Program Analysts to support one or more Senate Appropriations subcommittees. At this time, our Senate subcommittees are organized around budget policy in Agriculture & Natural Resources, Community Health, Criminal Justice & Public Safety, Economic Development, Education, Fiscal Management & General Government, Higher Education, Human Development, Insurance & Labor, Judicial, and Transportation.**

Analysts focus on budget-related research, evaluation, and analysis as well as the development of the budget for the State of Georgia. The analyst will report to the Deputy Director of SBEO. All job functions are located at the State Capitol in Atlanta, Georgia; the position requires limited in-state travel. The analyst will report to the Deputy Director of SBEO. All job functions are located at the State Capitol in Atlanta, Georgia; the position requires limited in-state travel. The incumbent should expect periodic extended work hours during legislative session or any special session.

The Senate Budget and Evaluation Office was created during the 2003 Session and legislation formally creating the office was passed in 2008. The purpose of the office is to give the Senate the independent capacity to develop the annual budget for the State of Georgia and to evaluate the programs comprising the state budget. The mission of SBEO is to support an informed, policy-driven budget process. The Office is committed to producing an accurate and transparent budget document and to the development of accurate, objective, timely, non-partisan, and thorough budget and policy analysis for the Georgia State Senate.

Additional information about the SBEO can be found at <http://www.senate.ga.gov/sbeo>

## Responsibilities

The employee will be responsible for the following tasks. We hope that prospective candidates take careful consideration of all noted expectations and how their strengths and experience would be a good fit prior to applying for this role:

- **Budget Development**
  - Maintain budget development system for one or more specified committees, which can include accurate entry of proposed budget-related changes and post hoc final year-end expenditures
  - Obtain comprehensive information on proposed budget changes from Agencies, Governor and House of Representatives for specified committees
  - Act as the point person and administrator for Appropriations Sub-Committees, and support the Full Committee and Full Senate Meetings by providing documentation as needed, answering questions and analyzing relevant data as needed by Senators
- **Budget Review and Evaluation**
  - Develop a deep understanding of programs within specified committees and how emerging issues and changes can impact programs as well as the purpose of each program
  - Understand target population of each program
  - Develop effective relationships with agencies and demonstrate skill in requesting, obtaining and analyzing agencies' relevant data
  - Create and execute projects in off-session that develop tangible recommendations on program expenditures and/or revenue production and utilization
  - Attend Board meetings for agencies and organizations

- Attend external meetings with agencies to learn about programs
- Answer individual Senator requests about specified agencies, which could include quickly analyzing and compiling data summaries and authoring reports, and contributing to periodic columns and publications throughout the year
- **Internal Operations**
  - Arrive at scheduled time
  - Communicate and coordinate with other analysts on an as-needed basis
  - Master Microsoft Office Suite of products
  - Maintain and protect office equipment (including PC/laptop) and furniture
  - Dress in appropriate professional attire and/or business casual attire
  - Demonstrate professional behavior at all times, which also includes respecting others and valuing diversity
  - Consistently check email and voice mail during office hours
  - Adhere to office policies as stated in the Policy Manual
  - Other duties as assigned

### **Minimum Requirements**

- Bachelor's degree from an accredited college or university
- Knowledge of and/or aptitude for understanding general accounting and budgeting concepts and terms; including demonstrable experience professionally or academically in performing basic and advanced quantitative analysis
- Knowledge of and/or aptitude for understanding policy and implications at the State Level
- Familiarity with and ability to create and manipulate spreadsheets and databases
- Experience with relevant policy area(s) is preferred, but not required
- Professional experience working with the state budget is preferred, but not required

### **Application Process**

In a single PDF file, please compile and send the following information to Brent Churchwell, Deputy Director at [brent.churchwell@senate.ga.gov](mailto:brent.churchwell@senate.ga.gov) .

- Cover letter explaining why your experience and education makes you a competitive candidate for this position
- Resume

Rest assured, we retain all transmitted information for up to one year, and due to volume of interest when vacancies are published on the website, we may not be able to acknowledge receipt of the application – therefore, please do not request a follow-up. If selected for an interview, transcripts and resumes will be requested of the applicant.