

# 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, Community Health, Criminal Justice, Economic Development, Education, Fiscal Management, General Government, Higher Education, Human Development, Insurance, Judicial, Natural Resources, Public Safety and Transportation.**

Analysts will be part of a team-oriented, collaborative environment that focuses 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 incumbent should be available and expect extended work hours during legislative 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
  - Obtain budget changes and back up information from Agencies, Governor and House of Representatives for specified committees
  - Staff Appropriations Sub-Committee, 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**
  - Understand programs within specified committees and how 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

- **Internal Operations**

- Arrive consistently at scheduled time, and be available to work all hours and days as assignments present themselves during the legislative session; the majority of the year is not in session, standard and flexible schedules are available for all other weeks
- Communicate and coordinate with SBEO leadership and other analysts
- 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
- Knowledge of and/or aptitude for understanding policy and implications at the State Level
- Knowledge of and/or aptitude in research design, and following through with data collection and analysis
- 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

### **Salary Range**

- \$40,000 - \$60,000; depends upon directly-related experience
- Relocation assistance will not be provided

### **Application Process**

Please send the following information combined in one attached file 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

Due to the volume of submissions of interest, we will be in contact only with those selected for further discussion. If there is a vacancy and the applicant is selected for more assessment and an interview, transcripts will be requested.