

Program Analyst Announcement

Overview

The Senate Budget & Evaluation Office (SBEO) is looking to hire a Program Analyst to staff one or more Senate Appropriations subcommittees. At this time we are looking specifically for candidates to staff the Public Safety Subcommittee and the General Government Subcommittee.

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 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:

- **Budget Development**
 - Maintain budget development system for one or more specified committees
 - Obtain budget changes and back up information from Agencies, Governor and HOR 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
 - Review Agency website for relevant data
 - 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 at scheduled time
 - Communicate and coordinate with 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

- 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
- Knowledge of and/or aptitude for understanding general budgeting concepts and terms
- Knowledge of and/or aptitude for understanding policy and implications at the State Level
- Familiarity with spreadsheets and databases
- Experience with Human Services is preferred, but not required
- Professional experience working with the state budget is preferred, but not required

Salary Range

- \$40,000-\$52,000, depending on experience

Application Process

Please send the following information to Melody DeBussey, Deputy Director at melody.debussey@senate.ga.gov by November 2, 2012.

- Cover letter explaining why your experience and education makes you a competitive candidate for this position
- Resume
- If selected for an interview, transcripts and resumes will be requested of the applicant.