

Program Analyst – Senate Budget & Evaluation Office

The incumbent provides advanced fiscal and budgetary analysis and support to the State Senate and its committees, specifically the Senate's Fiscal Management and General Government Appropriations Subcommittees. Key issues in this area include tax compliance, general government operations, and retirement. 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

- Budget Development
 - Maintain budget development system for specified committees
 - Obtain budget changes from Agency, Governor and House for specified committees
 - Provide back-up documentation for changes of specified committees
 - Enter Amendments
 - Enter all relevant information into BASS (Budget Application System for the Senate)
 - Staff Appropriations Sub-Committee, Full Committee and Full Senate Meetings
 - Provide documentation as needed
 - Answer questions as needed
 - Record recommendations in BASS
- Budget Review and Evaluation
 - Understand programs within specified committees and how changes can impact program as well as the purpose of each program
 - Understand target population of each program
 - Read and file relevant newspaper articles from around the state on a daily basis
 - 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
 - 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
 - Follow office hour policies as set by the director
- Other duties as assigned

Minimum Requirements

- Bachelor's Degree
- Knowledge of and/or aptitude for understanding general accounting and budgeting concepts and terminology
- Knowledge of and/or aptitude for understanding policy and implications at the State Level
- Strong analytical, communication and writing skills
- Familiarity with spreadsheets and databases

Salary Range

- Minimum starting around \$40,000, but can vary depending on qualifications and experience

Additional Information

- Résumés should be emailed to Melody DeBussey at melody.debussey@senate.ga.gov. Résumés may include a cover letter and/or references at the candidate's discretion.
- All applications submitted prior to September 13 will be considered.
- All qualified applicants will be considered but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews.
- An applicant's current employer will not be contacted without the consent of the applicant.