

# 20-14 ASSISTANT ANALYST

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The Congressional Budget Office, a small nonpartisan agency that provides economic and budgetary analysis to the Congress, is seeking assistant analysts to work in various divisions. Specific duties vary by division, but most include research assistance, statistical analysis, database management, graphics production, literature review, and quality assurance.

## **Qualifications**

Candidates for this position must have the following:

- A bachelor's degree in economics, public policy, policy analysis, or a related discipline by June 2020.
- A strong academic background in economics, mathematics, statistics, finance, computer science, policy analysis, or a related field with economics coursework.
- Strong quantitative skills.
- Attention to detail, strong written and oral communication skills, perseverance, the ability to work both independently and collaboratively, and a desire to work on issues of current interest to the Congress.
- Experience with Excel and other Microsoft Office products. Proficiency with at least one statistical software package or programming language (such as Python, MATLAB, Stata, R, or SAS) is preferred for **some** positions.

This is an entry-level position limited to three years. The position is ideal for those interested in substantive work experience before attending graduate school in economics, public policy, or a related field. The position is only for those who have or are completing a bachelor's degree; it is not for those who have or are completing a master's degree.

## **Divisions**

The following divisions at CBO may be seeking assistant analysts:

- The **Budget Analysis Division** develops projections of federal spending and estimates the budgetary impact of proposed legislation. Assistant analysts work both independently and collaboratively and often within short time frames, obtaining data to address policy questions and preparing analyses to meet the needs of Congressional committees.
- The **Tax Analysis Division** projects future federal revenues using economic models and microsimulation techniques, analyzes the distribution of federal taxes and spending, and examines how possible changes in tax law would affect the behavior of taxpayers and the overall economy. Assistant analysts develop estimates of certain revenue sources, estimate the effects of selected legislative proposals on revenues, and assist with other analyses.
- The **Health, Retirement, and Long-Term Analysis Division** produces reports on a range of policy issues that include Medicare, Medicaid, subsidies provided through health insurance exchanges, and Social Security; the division also plays a key role in CBO's estimates of the costs of certain proposed changes to health care programs. Assistant analysts work with the division's economists on the development and maintenance of the division's microsimulation models and assist with other analyses.
- The **Financial Analysis Division** develops models to provide quantitative assessments of the costs and risks of federal financial obligations. Assistant analysts in the division provide support for financial modeling and research by gathering data from many sources, merging those data into databases, conducting literature reviews, and collaborating with economists on research and written reports. Assistant analysts also interact with other researchers and



analysts in the legislative and executive branches and at finance and economics research institutions.

### ***Salary and Benefits***

The starting salary will range from \$47,000 to \$50,000 and will be commensurate with related experience. CBO offers **excellent benefits** and a collegial, respectful work environment.

### ***How to Apply***

Please submit a cover letter, a résumé, a brief writing sample, unofficial transcripts, and contact information for three references online at [www.cbo.gov/careers](http://www.cbo.gov/careers). Incomplete applications will not be considered. Although there is no deadline, this position may be closed any time after February 14, 2020, if CBO has received a sufficient number of applications from qualified candidates. This position is covered by the Veterans Employment Opportunities Act of 1998 as made applicable to CBO by the Congressional Accountability Act, as amended.

### ***Contact***

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