

21-12 ASSISTANT ANALYST

The Congressional Budget Office, a small nonpartisan agency that provides economic, policy, 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, literature review, and quality assurance.

Qualifications

Candidates for this position must have the following:

- A bachelor's degree by June 2021.
- A strong academic background in economics, mathematics, statistics, finance, computer science, policy analysis, or a related field with economics coursework. The position in the National Security Division is also open to applicants with science or engineering degrees.
- 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 **National Security Division** conducts analysis on issues involving defense, veterans, and homeland security. Assistant analysts work with project leaders on a range of tasks, including gathering data from many sources, analyzing data, conducting literature reviews, and collaborating with analysts on research and on written reports. Assistant analysts also interact with employees at legislative and executive branch agencies and at research institutions.
- 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 Analysis Division** produces reports on a range of policy issues that include Medicare, Medicaid, and subsidies provided through health insurance exchanges; the division also plays a key role in CBO's estimates of the costs of certain proposed changes to health care programs. Assistant analysts provide research assistance and technical support to the division's staff of economists and public policy analysts. Typical activities include statistical analyses, programming support, literature reviews, and quality assurance reviews.
- The **Labor, Income Security, and Long-Term Analysis Division** analyzes a range of federal programs and policies, including Social Security and programs related to education and income security. The division is also responsible for CBO's long-term budget projections and



the agency's long-term microsimulation model. Assistant analysts provide research assistance and technical support to the division's staff of economists. Typical activities include statistical analyses, programming support, literature reviews, and quality assurance reviews.

The **Microeconomic Studies Division** analyzes a wide variety of policy issues related to energy, climate, and the environment as well as transportation and infrastructure. Assistant analysts provide research assistance and technical support to many of those projects in the division's portfolio; CBO expects that many of those will relate to climate change in the coming years.

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. Incomplete applications will not be considered. Although there is no deadline, this position may be closed any time after February 15, 2021, 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

Annita Gulati Cox or Kate Green, Washington, DC, careers@cbo.gov

