

17-18 ASSISTANT ANALYST

Budget Analysis Division

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. CBO's [Budget Analysis Division](#) seeks an Assistant Analyst to work within its two health analysis units. Tasks will include monitoring Medicare demonstrations and the implementation of major health care legislation; collecting and analyzing data; conducting literature reviews; and developing and producing summaries, charts, and tables. The successful candidate will assist with a broad array of projects, conduct independent research on a variety of topics, and work on projections of spending for federal health care programs under current and proposed law. This is not a permanent position: At the end of a two-to-three-year appointment, Assistant Analysts typically leave CBO to continue their education in such disciplines as economics, public policy, medicine, or the law.

The division's health analysts work closely with key Congressional staff on U.S. health care policy, preparing multiyear spending projections for federal health care programs such as Medicare, Medicaid, the health insurance marketplaces, and the Public Health Service. They analyze the President's budget proposals and prepare cost estimates for legislation that encompasses a range of issues in public health and the financing or delivery of health care, including research and development, health care benefits, payment methods, and federal regulations that govern health insurance coverage.

Qualifications

Candidates must have a bachelor's degree with a major or minor emphasizing quantitative analysis, strong writing and computer skills, and a desire to work on issues of current interest to the Congress. The position requires outstanding quantitative skills (including facility with Microsoft Excel or other statistical software packages). It also requires initiative and the ability to work well with senior staff; to gather data for use in addressing policy questions; to prepare spreadsheets, statistical analyses, slide presentations, and reports; and to complete assignments promptly.

This position is open only to candidates who have or are completing a bachelor's degree; it is not for those who have or are completing a master's degree.

Salary and Benefits

The salary range is \$40,000 to \$44,000, and the salary will be commensurate with related experience. CBO offers [excellent benefits](#) and a collegial, respectful work environment.

How to Apply

Please submit a cover letter, résumé, 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 when 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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