

# 19-19 ASSISTANT ANALYST

## Multiple Divisions

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. CBO is seeking several 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 or a related discipline by June 2019.
- A strong academic background in economics, mathematics, statistics, finance, computer science, or a related field with economics coursework.
- Strong quantitative skills and experience with statistical analysis.
- Demonstrated proficiency with at least one statistical software package or programming language (such as Python, MATLAB, Stata, R, or SAS).
- Experience with Excel and other Microsoft Office products.
- 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.

This is an entry-level position for a period not to exceed three years—ideal for those interested in substantive work experience before attending graduate school. The position is only for candidates 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 are seeking assistant analysts:

- The **Macroeconomic Analysis Division** conducts analysis of current economic conditions, develops CBO's economic forecast, and analyzes the economic effects of fiscal policy. Assistant analysts prepare materials for CBO's publications, maintain the division's databases, and assist with data collection and economic analysis for the division's projects.
- The **Budget Analysis Division** develops projections of federal spending and estimates the budgetary impact of proposed legislation. Assistant analysts work independently and often within short timeframes, obtaining appropriate data to address policy questions and preparing analyses to meet the needs of Congressional committees.
- The **Microeconomic Studies Division** analyzes the budgetary and economic effects of federal policies covering a wide variety of issues, including education and income security; public infrastructure; research and development; and energy, natural resources, climate, and the environment. Assistant analysts work in concert with the division's economists to address related policy questions.
- 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 baseline estimates of certain revenue sources, estimate the effects of selected legislative proposals on revenues, and assist with other analyses within the division.



- 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 CBO's Health Insurance Simulation Model, which is used for projecting health insurance coverage for the U.S. population.

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

The starting salary range is \$42,000 to \$48,000 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 15, 2019 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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