

19-16 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 on a broad array of projects and topics. Those units work closely with key Congressional staff on U.S. health care policy and prepare multiyear spending projections for Medicare, Medicaid, the health insurance marketplaces, and the Public Health Service, among others. Division staff analyze the President's budget proposals and prepare cost estimates for legislation that encompasses a range of issues, including research and development, health care benefits, federal regulations that govern health insurance, prescription drug coverage, and payment methods.

The assistant analyst's primary duties include the following:

- Assist with the analysis of major health care legislation, including legislation related to the cost of prescription drugs;
- Conduct literature reviews and independent research;
- Collect and analyze data;
- Prepare spreadsheets, statistical analyses, slide presentations, and reports; and
- Work on projections of federal health care spending 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.

Qualifications

Candidates must have a bachelor's degree, 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 and to complete assignments promptly.

This 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.

Salary and Benefits

The 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, résumé, brief writing sample, unofficial transcripts, and contact information for three references online at www.cbo.gov/careers. Incomplete applications will not be considered. To ensure consideration, apply by December 16, 2018; this position may be closed at any time after that date. Only complete applications will be considered. 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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