23-08 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

For most of the positions, a strong academic background in economics, mathematics, statistics, finance, computer science, policy analysis, or a related field with economics coursework is required. For assistant analysts working in the National Security Division (NSD), such a background in a wider array of fields is welcome—in addition to those listed above, biology, chemistry, physics, engineering, genetics, linguistics, any other physical or natural science, or any other quantitative field.

Candidates must also have the following:

- A bachelor's degree by June 2023.

- 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, SPSS, 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, law, or other analytical 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 and other analysts on a range of tasks, including gathering data from many sources, analyzing data, managing large data sets, conducting literature reviews, and collaborating on research and on written reports. Assistant analysts also interact with employees at legislative and executive branch agencies and at research institutions.

- 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 projects in the coming years will relate to climate change.

- The Budget Analysis Division develops multiyear budget projections and cost estimates for nearly every bill approved by Congressional committees. Assistant analysts work both independently and collaboratively and often within short time frames to respond to Congressional requests. Typically working on several bills simultaneously, they gather and

generate information by analyzing data and communicating with state and federal agencies and other organizations.

- 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 Tax Analysis Division projects federal revenues, using economic models and microsimulation techniques; analyzes the distribution of federal taxes and spending; and examines how changes in tax law affect the behavior of taxpayers and the overall economy. Assistant analysts develop projections of certain revenue sources, estimate the effects of selected legislative proposals on revenues, 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 $52,500 to $55,000 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. Evaluation of applications will begin on November 7, 2022, and continue on a rolling basis. Applications will be accepted until February 1, 2023 or until the positions are filled. The positions are 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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Congressional Budget Office