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The Legislative Budget Office (LBO) is seeking candidates to fill multiple budget and tax analyst positions. This is a full-time benefits eligible position. Budget and tax analysts at the LBO enjoy rewarding work supporting the Minnesota Legislature by providing timely and accurate information on the fiscal effects of proposed legislation and providing professional and technical support to the Tax Expenditure Review Commission (TERC).

**The positions are open until filled. Interested applicants must submit a cover letter with their resume to the LBO Analyst Search Committee at [lbo@lbo.mn.gov](mailto:lbo@lbo.mn.gov)** or mail to LBO Analyst Search Committee, Legislative Budget Office, B23 State Office Building, St. Paul, MN 55155. If you have specific questions, please contact Christian Larson at [Christian.Larson@lbo.mn.gov](mailto:Christian.Larson@lbo.mn.gov).

The LBO Analyst I position supports the work of the Minnesota legislature through the collection, evaluation, and distribution of fiscal estimates on proposed legislation. This primarily occurs through the fiscal note and local impact note process. LBO analysts are responsible for:

- communicating to state agencies and institutions the priorities of the Minnesota Legislature to make sure information is collected in a timely manner
- analyzing, evaluating, and approving the fiscal estimates for distribution to the legislature
- collecting data from local units of government to develop fiscal estimates

The LBO Analyst I position also provides professional and technical support to the Tax Expenditure Review Commission through the analysis and evaluation of Minnesota's tax expenditures. This includes:

- researching the purpose of tax expenditures
- developing metrics to evaluate tax expenditures
- evaluating Minnesota tax expenditures using quantitative and qualitative methods
- drafting a report for approval by the Commission

The Legislative Budget Office will determine the starting salary based on the successful applicant's qualifications. The recruitment range for the position is \$64,400 to \$80,000. A complete position description is available on [the Legislative Coordinating Commission's Employment Opportunities webpage \(https://www.lcc.mn.gov/jobs/\)](https://www.lcc.mn.gov/jobs/) or call 651-297-7146 to request a copy. For more information regarding the LBO, visit [the LBO website](#).

### **Minimum Qualifications**

To be considered, a candidate must submit a cover letter and have:

- Bachelor of Arts or Bachelor of Science Degree.

- 2 years of experience or training in a budget or tax environment or in program evaluation. An advanced degree may substitute for the experience or training requirement.
- Knowledge of tax policy, budgeting, or financial management.
- Excellent written and oral communication skills.
- Nonpartisan background and the ability to act in a politically neutral manner.

### **Desired Qualifications**

- Advanced degree in budgeting, tax administration, public finance, public policy, law, or similar area.
- Experience working in the development of a state, local, or federal budget.
- Knowledge of Minnesota state government and the legislative process.

### **Why work for the LBO?**

The LBO is committed to build a staff complement that includes diverse perspectives and backgrounds. The LBO plays a meaningful role in the legislative process and provides elected officials with objective and nonpartisan analysis needed to make informed decisions. The Minnesota Legislature offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, retirement plan, optional tax-deferred compensation, vacation and sick leave and paid holidays each year.

An Equal Opportunity/ADA employer