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Position Announcement: Budget Analyst I

The Legislative Budget Office (LBO) is seeking candidates to fill a Budget Analyst I position. The Budget Analyst I is a full-time benefit eligible position. Budget Analysts at the LBO enjoy rewarding work supporting the Minnesota Legislature by providing timely and accurate information on the fiscal effects of proposed legislation.

To ensure consideration, please submit a cover letter and resume by **Wednesday, September 24, 2025**, via email to lbo@lbo.mn.gov or mail to LBO Budget Analyst I Search Committee, Legislative Budget Office, 658 Cedar St., Centennial Office Building, St. Paul, MN 55155. If you have specific questions, please contact Christian Larson at Christian.Larson@lbo.mn.gov.

The LBO Budget 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 the priorities of the Minnesota Legislature to state agencies and institutions 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 will determine the starting salary based on the successful applicant's qualifications and experience. The full salary range for this position is \$78,994 to \$142,336. The hiring range typically is between \$78,994 to \$94,000. The starting salary offered will be based upon an assessment of the candidate's qualifications and experience. As described below, the State offers an excellent benefits package.

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 651-296-0099 to request a copy. For more information regarding the LBO, visit [the LBO website \(https://www.lbo.mn.gov\)](https://www.lbo.mn.gov).

Minimum Qualifications:

- Bachelor of Arts or Bachelor of Science Degree
- 2 years of experience or training in a fiscal analysis environment. An advanced degree may substitute for the experience or training requirement.
- Knowledge of state finances, budgeting, or financial management
- Excellent written and oral communication skills
- Non-partisan background and the ability to act in a politically neutral manner

Desired Qualifications:

- Advanced degree in budgeting, 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 familiarity with the legislative process

Why work for the LBO?

The LBO is committed to building 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 Budget Analyst series offers a track of professional progression as a Budget Analyst I, II and III as well as the State of Minnesota's **comprehensive benefits package**.

Comprehensive Benefit Package

The State of Minnesota offers exceptional benefits 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.

The LBO recognizes there are key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life balance. These benefits, in addition to your salary, make up your total compensation.

Health and Wellness

The State encourages wellness and promotes preventive care, offering many benefits and resources to help employees and their families lead healthy, balanced lives. These include:

- Low-cost medical, dental, and vision insurance packages, including prescription drug coverage, to fit your needs to ensure you are happy and healthy
- Free, confidential help through our Employee Assistance Program
- Wellness programs and resources to help you reach your wellness goals

Financial Well-Being

Financial well-being is about making good financial decisions today and planning for the future. The State offers savings and investment plans, time off, insurance options, and more to help employees meet their financial goals. These include:

- A retirement plan and deferred compensation plan with an employer-paid match to help you plan for your future
- Basic life insurance at no cost to you. Additionally, you have the option of choosing supplemental life insurance (including spouse and child life options), short- and long-term disability, and accident insurance.
- Pre-tax benefits, including dependent day care, medical/dental spending accounts, and parking and public transit options
- Student loan forgiveness under the federal Public Service Loan Forgiveness Program for qualifying individuals

Professional Development

Because employees are one of our most valuable assets, we encourage professional development that empowers employees to do the work they love and reach their career goals. There are a number of tools and resources to help employees explore career paths and expand their skill sets. These include:

- Training and development courses
- Leadership institutes and programs
- Coaching and mentoring
- Career planning

Work/Life Balance

We believe hard work is important, but we also know balance is essential. These programs are designed to help you with your work and personal life:

- The potential for flexible work schedules during the interim when the legislature is not in session
- Compensatory time options
- Employees start with 16.25 days of paid vacation each year based on a 5-hour accrual rate with an opportunity for increased accruals as service time increases
- 13 days of paid sick leave each year based on a 4-hour accrual rate
- Optional vacation leave and sick leave bank credits offered to new employees
- 11 paid holidays and 2 floating holidays each year
- 6 weeks of paid parental leave to help you bond in the important weeks after you bring your child home

The LBO Budget Analyst position offers a unique mix of opportunities to contribute to the legislative process. During the legislative session the analyst can expect long work hours and constant deadlines requiring the ability to stay composed under pressure. The interim offers increased flexibility, engagement in research and data analysis projects, ability to create and participate in individual professional development plans, as well as time to reflect on the previous session and prepare for the next session in an office environment that strives for continuous improvement.

The mixture of these varied responsibilities provides new and interesting challenges, professional growth, and opportunities to deepen your government process, budget, and public policy knowledge while working as a member of a supportive and collaborative team.

The LBO values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work. Our differences make us stronger and leveraging them helps us create a workforce where everyone can thrive. The State of Minnesota is an equal opportunity employer committed to embedding diversity, equity, inclusion, and accessibility at our workplace. We do this by developing strong leaders and advocates, increasing cultural competence and understanding among all employees, and removing institutional barriers and attitudes that prevent employees from advancing as far as their talents will take them. The LBO believes that everyone has the right to a workplace that is free of discrimination and harassment and is

committed to creating and maintaining a work environment in which everyone is treated with dignity and respect.

An Equal Opportunity/ADA employer