

**Job Title:** Legislative Budget Office Deputy Director

**Job Grade Level:** 12

**Career Track:** N/A

**Job EEO Code:** 12

**Agency/Department:** Legislative Budget Office (LBO)

**Date:** November 21, 2021

**Reporting to:** Legislative Budget Office Director

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**Primary Objective:** To direct and supervise a team of analysts within the Legislative Budget Office (LBO), a non-partisan office charged with providing fiscal estimates of proposed legislation to the Minnesota Legislature and in providing professional and technical support to the Tax Expenditure Review Commission. The duties associated with the LBO were established under Minnesota Statutes [3.8853](#) and Minnesota Statutes [3.8855](#). The primary objectives of the position are accomplished under the general supervision of the Director, LBO Oversight Commission, and Tax Expenditure Review Commission.

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**Responsibilities & Tasks:**

1. (40%) Leading and supporting staff in their work to provide fiscal estimates of proposed legislation and analysis of existing tax expenditures to the Minnesota Legislature. Responsibilities include:
  - a. Supervising staff in their coordination and oversight of the state fiscal note process \*
  - b. Identifying metrics or criteria for evaluating the effectiveness of a tax expenditure
  - c. Supervising research activities related to tax expenditures, including literature review and quantitative analysis
  - d. Overseeing the drafting and editing of reports
2. (20%) Direct the work of a team of analysts within the Office by defining and communicating objectives of the Office and motivating staff to meet high performance standards and expectations. Responsibilities include, but are not limited to:
  - a. Supporting the director in developing a business plan that communicates the objectives of the Office and align available resources with the mission of the Office and underlying statutory requirements
  - b. Developing internal metrics that allows for the Office to measure its own performance and develop a system of continuous improvement \*
  - c. Managing the human resources associated with the team supervised by this position in accordance with the policies of the Legislative Coordinating Commission (LCC)

3. (15%) Work with LBO director to manage the operations of the Office, including:
  - a. Assessing staffing plan and individual responsibilities of staff within the office
  - b. Creating protocols and standards that apply to the work of the office \*
  - c. Identifying technology solutions to assist in analysis
  - d. Developing and maintaining relationships and strategic partnerships with key stakeholders \*
4. (10%) Make presentations, as requested, to legislative committees and to the public about the LBO and work related to the office.
5. (10%) Develop expertise sufficient to provide oversight and backup to the policy areas of analysts supervised by the position.
6. (5%) Other duties as needed or as assigned by the LBO director.

**Budget Responsibility:**

This position oversees the production of fiscal notes for several major areas within the state budget. Provides fiscal oversight of the LBO budget in support of or the absence of the LBO director.

**Supervisor Responsibility:**

The LBO deputy director directly supervises LBO staff to provide leadership and support in the analysis of fiscal impacts of proposed legislation and in reviewing Minnesota tax expenditures. They will also indirectly supervise budget analysts and the coordinator within the Office in the absence of or support to the LBO director.

**Scope of Relationships:**

The position will manage a team of LBO analysts to support the development of objective, accurate, and timely analysis of fiscal estimates of proposed legislation and tax expenditures.

The individual will have extensive contact with legislators and legislative staff, including:

- a. LBO Oversight Commission members
- b. Tax Expenditure Review Commission
- c. Tax Committee members and staff
- d. Nonpartisan fiscal analysts and research legislative staff
- e. Legislative Coordinating Commission staff

Extensive contact with Minnesota Management and Budget and Department of Revenue staff.

**Working Conditions/Physical Demands:**

Ability to work long hours, meet deadlines, and stay composed under pressure for periods of time during the year.

**Appointment:**

Unclassified position.

**Minimum Qualifications:**

1. Bachelor of Arts or Bachelor of Science Degree.
2. Five years in a financial, economic, or statistical analysis environment or an advanced degree with three years of experience.
3. Knowledge, skills, and abilities
  - a. High-level analytical skills necessary to lead detailed quantitative studies
  - b. Ability to support and motivate staff
  - c. Ability to communicate complex analysis in a public setting and to a wide range of audiences
  - d. Nonpartisan background and ability to act impartially, in a politically neutral manner

**Desired Qualifications:**

1. Advanced degree in public finance, economics, public policy, statistics, or related field.
2. Experience providing lead direction on research and quantitative analysis projects.
3. Technical skills sufficient to use software programs to conduct complicated analysis of tax data.
4. Knowledge of public finance and state budget process.
5. Experience of working with state or federal legislature.

\*Indicated duties that are essential under the Americans with Disabilities Act