

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: August 21, 2026

Reporting to: LBO Director

Primary Objective: To direct and supervise a team of analysts within the Legislative Budget Office (LBO), a non-partisan office charged with providing professional and technical support to the Tax Expenditure Review Commission, providing fiscal estimates of proposed legislation to the Minnesota Legislature, and in administering and reporting on a survey of Minnesota public school districts and charter schools regarding employer provided health plans. The duties associated with the LBO are established under [Minnesota Statutes 3.8853](#), [Minnesota Statutes 3.8855](#), and [Laws 2026, chapter 127](#), article 14, section 7. The primary objectives of the position are accomplished under the general supervision of the Director, LBO Oversight Commission, and Tax Expenditure Review Commission.

Responsibilities & Tasks:

1. **(50%) Leading and supporting staff** in their work to provide analysis of tax expenditures to the Minnesota Legislature. Responsibilities include:
 - a. Identifying metrics or criteria for evaluating the effectiveness of tax expenditures
 - b. Supervising research activities related to tax expenditures, including literature review and quantitative analysis
 - c. Overseeing the drafting and editing of reports
 - d. Directing 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
2. **(25%) Work with LBO director to manage the operations of the Office**, including:
 - a. Supporting the director in developing a business plan that communicates the objectives of the Office and aligns available resources with the mission of the Office and underlying statutory requirements
 - b. Assessing staffing plan and individual responsibilities of staff within the office
 - c. Creating protocols and standards that apply to the work of the office *
 - d. Developing internal metrics that allows the Office to measure its own performance and develop a system of continuous improvement *
 - e. Managing the human resources associated with the team supervised by this position in accordance with the policies of the Legislative Coordinating Commission (LCC)
 - f. Identifying technology solutions to assist in analysis
 - g. Developing and maintaining relationships and strategic partnerships with key stakeholders *

3. **(15%) Develop expertise sufficient to provide oversight and backup** to other duties of the office, including:
 - a. Coordination and oversight of estimating the fiscal effects of proposed legislation for state and local units of government through the fiscal note and local impact note processes
 - b. Administering and reporting on a survey of Minnesota public school districts and charter schools regarding employer provided health plans
4. **(5%) Make presentations**, as requested, to legislative committees and to the public about the LBO and work related to the office.
5. **(5%) Other duties** as needed or as assigned by the LBO director.

Budget Responsibility:

Provides fiscal oversight of the LBO operating budget in support of or in 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, an annual school health insurance survey, and in reviewing Minnesota tax expenditures. They will also indirectly supervise budget analysts and the coordinator within the Office in the absence of or in 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, legislative staff, and agencies, including:

- a. LBO Oversight Commission members
- b. Tax Expenditure Review Commission members
- c. Tax Committee members and staff
- d. Nonpartisan fiscal analysts and legislative research staff
- e. Legislative Coordinating Commission staff
- f. School district business offices
- g. Minnesota Management and Budget
- h. Department of Revenue

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. Masters Degree in public finance, public policy, or a related field. A Bachelor of Arts or Bachelor of Science Degree in a related field and three additional years of experience may substitute the Masters Degree requirement.
2. Seven years in a financial, economic, or statistical analysis environment. Two years serving in a position as a lead, supervisor, or manager capacity.
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. Experience providing lead direction on research and quantitative analysis projects.
2. Technical skills sufficient to use software programs to conduct complicated analysis of tax data.
3. Knowledge of public finance and state budget process.
4. Experience of working with a state or federal legislature.

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