

Job Title: Budget Analyst I (Program Evaluator)

Job Grade Level: 8

Career Track: Temporary position; 2-year appointment

Job EEO Code:

Date: June 2026

Agency/Department: Legislative Budget Office (LBO)

Reporting to: LBO director

Primary Objectives: To lead the Legislative Budget Office (LBO) in the collection and analysis of Minnesota public school and charter school group health insurance data collected through a survey as described in [Laws of Minnesota 2026, Chapter 127, Section 7](#). Additionally, this position will support the LBO in evaluating tax expenditures on behalf of the Tax Expenditure Review Commission as described in [Minnesota Statutes 3.8855](#). This position will operate in a non-partisan manner in all aspects of work in order to retain the highest level of trust and confidence from members and staff. The primary objectives of the position are accomplished under the general supervision of the LBO director.

Responsibilities & Tasks:

1. **(40% time) Survey of Public School Districts and Charter Schools Group Health Insurance.** Develop and distribute an annual survey to Minnesota public school districts and charter schools related to their group health insurance plans.*
 - a. Develop survey questions and methodology and distribute surveys to Minnesota public school districts and charter schools
 - b. Act as main point of contact for LBO with representative organizations and schools
 - c. Respond to questions and provide support to school districts and charter schools related to the survey
 - d. Analyze data and develop report for Minnesota Legislature presenting survey results
 - e. Present results of the survey to legislative committees
 - f. Document survey process and maintain distribution list
 - g. Review relevant materials to maintain the necessary level of expertise on group health plan data and survey methodology

2. **(40% time) Tax Expenditure Evaluations.** Perform research, prepare background information, and develop and implement evaluation methods for tax expenditures. Specific tasks include:*

- a. Perform review of legislative history of tax expenditures
 - b. Perform literature review for topics related to policy goals and impact of tax expenditures
 - c. Develop and perform evaluation methods for tax expenditures including quantitative and qualitative methods to determine effectiveness and efficiency of tax expenditures
3. **(10% time) Meeting Support Services.** Prepare materials, as assigned, for Commission meetings and, as needed, serve as presenter and resource during Commission meetings. Specific tasks include:
 - a. Assist with preparation of meeting materials
 - b. Present summaries of tax expenditure research at Commission meetings
 - c. Serve as a subject matter expert and resource during Commission meetings
 4. **(5% time) Participate in professional development** activities that will advance the work of the LBO.
 5. **(5% time) Other duties** as needed or as assigned by the LBO Director or Deputy Director.

Supervisor Responsibility:

None

Scope of Relationships:

The position will need to work constructively with stakeholders including public school district and charter school staff, representative organizations for school business and human resource officials, Tax Expenditure Review Commission members, legislative staff, legislators, the Department of Revenue Tax Research Division, state agency officials and staff, and other interest groups. Must be credible and trustworthy in providing support to school districts and presenting findings to the legislature.

1. Will interact directly with public school district and charter school business and human resource staff and representative organizations for school districts and charter schools.
2. Contact with legislative staff, including:
 - a. Legislative fiscal analysts and research staff in the House and Senate
 - b. Legislative Coordinating Commission staff
 - c. LBO staff
3. Will interact directly with Tax Expenditure Review Commission members and their staff.
4. Will have contact with the Department of Revenue Tax Research Division.

5. Will have contact with other states that have variations of tax expenditure review or commissions in place.
6. Will have contact with state agency fiscal staff.

Working Conditions/Physical Demands:

Ability to work long hours during times of peak workload demands under tight timelines. In-person work is required. Telework may be permitted on a limited basis.

Appointment: Unclassified temporary 2-year non-partisan position.

Minimum Qualifications:

1. Education: Bachelor's degree.
2. Experience:
 - a. Two years in a program evaluation or policy analysis role; a graduate level degree in a relevant field will meet years of experience requirement.
3. Knowledge, skills, and abilities:
 - a. Survey methods
 - b. High-level analytical skills
 - c. Excellent written and oral communication skills to effectively communicate with school districts and charter schools and to report research findings to legislature
 - d. Non-partisan background and ability to act impartially, in a politically neutral manner
 - e. Ability to speak comfortably in a public setting such as before legislative committees, commission meetings, or other formal public meetings

Desired Qualifications:

1. Advanced degree in public policy, public administration, program evaluation, statistics, or social sciences.
2. Experience working with group health plan data.
3. Knowledge of public school health plan management.
4. Experience with Qualtrics or similar survey applications.

*All identified duties are essential under the Americans with Disabilities Act