

Job Title: Budget Analyst I (Working Title
Program Evaluator)

Job Grade Level: 8

Career Track: Temporary position; 2-year
appointment

Job EEO Code:

Date: April 2024

Agency/Department: Legislative Budget Office
(LBO)

Reporting to: LBO Deputy Director

Primary Objectives: To support the Tax Expenditure Review Commission through the analysis and evaluation of Minnesota tax expenditures as described in M.S. 3.8853 subd.2 (b) and M.S. 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 deputy director.

Responsibilities & Tasks:

1. **(65% 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 of tax expenditures
 - c. Develop evaluation methods for tax expenditures including quantitative and qualitative methods to determine effectiveness and efficiency of tax expenditures
2. **(15% 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.
3. **(10% time) Contribute to annual report produced on behalf of the Tax Expenditure Review Commission.**
 - a. Summarize activity of the Tax Expenditure Review Commission

- b. Clearly articulate findings of evaluations of tax expenditures for the tax expenditure evaluations
 - c. Provide peer editing and proof reading to make sure materials produced for the Commission are at a high standard
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 Tax Expenditure Review Commission members, legislative staff, legislators, the Department of Revenue Tax Research Division, state agency officials and staff, and other interest groups. They must be credible and trustworthy in providing professional and technical support to the TERC, as well working collaboratively with agencies to comply with the policies and standards of the fiscal note process.

1. Contact with legislative staff, including:
 - a. Legislative fiscal analysts and research staff in the House and Senate
 - b. LCC staff
 - c. LBO staff
2. Will interact directly with Tax Expenditure Review Commission members and their staff.
3. Will have contact with the Tax Research Division in the Department of Revenue.
4. Will have contact with other states that have variations of tax expenditure review or commissions in place.
5. 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 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. Program evaluation research methods
 - b. High-level analytical skills
 - c. Excellent written and oral communication skills to effectively explain complex tax expenditure evaluation methods and findings
 - 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 in state or federal tax research.
3. Knowledge of
 - a. Familiarity with state of Minnesota data systems.
 - b. Statistical software programming

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