

The Legislative Budget Office (LBO) is seeking a System Analyst I position. The LBO is a nonpartisan office that provides the Minnesota Legislature with estimates of the fiscal effects of proposed legislation to state and local units of government. The LBO also provides professional and technical support to the Tax Expenditure Review Commission.

This position supports the work of the LBO by providing:

- business analytics,
- project management assistance,
- documenting technical assistance reference materials,
- creating business workflows to support systems of record,
- providing system user support for all LBO IT systems, and
- providing IT helpdesk services to LBO staff.

New development efforts may include data visualization, data modeling setup and support, and supporting or directing the updating or development of new IT systems for the LBO.

To ensure consideration, please submit a cover letter and resume by Sunday, **October 27, 2024**, via email to [lcc@lcc.mn.gov](mailto:lcc@lcc.mn.gov) or mail to LBO System Analyst I Search Committee, Legislative Budget Office, 658 Cedar St., Centennial Office Building, St. Paul, MN 55155. If you have specific questions, please contact Kristi Schroedl at [kristi.schroedl@lbo.mn.gov](mailto:kristi.schroedl@lbo.mn.gov).

The Legislative Budget Office will determine the starting salary based on the successful applicant's qualifications and experience. The full salary range for this position is \$76,323 to \$137,523. 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](#).

## Minimum Qualifications

- A Bachelor of Arts or Bachelor of Science Degree
- Two years working as a technology professional within state or local government or in a legislative non-partisan role. *(An advanced degree or a specialized IT certification may substitute for this experience requirement.)*

- Excellent analytical skills to analyze situations and/or data, interpret causes and identify solutions to a variety of system users
- Ability to work collaboratively in a team environment
- Non-partisan background and ability to act impartially, in a politically neutral manner.

## **Desired Qualifications**

- Direct experience with the information technology processes within the Legislative and the Executive Branch or an applicable public sector setting.
- Advanced technical computer skills to support developing of reports, creating presentations and accessible documents and the ability to develop clearly defined technical system requirements for IT developers.
- Certified in business analytics or project management.
- Knowledge and experience working within state government.

## **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 Minnesota Legislature offers a 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. This includes:

- 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 the Employee Assistance Program (EAP).
- Wellness programs and resources to help you reach your wellness goals.

## **Financial Well-Being**

The state offers savings and investment plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A pension and deferred compensation plan (MNDCP) 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 (MDEA), and parking and public transit options.

## **Professional Development**

Professional development that empowers employees to do the work they love and reach their career goals is encouraged. This includes:

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

## **Work/Life Balance**

Work/life balance is supported through:

- The potential for flexible work schedules during the interim when the legislature is not in session
- Compensatory time options
- On average 16.25 days of paid vacation each year based on a 5-hour accrual rate with 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 holiday each year
- 6 weeks of paid parental leave to help you bond in the important weeks after you bring your child home.

During peak periods, LBO staff may experience long work hours and deadlines requiring the ability to stay composed under pressure.

The LBO values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace.

*An Equal Opportunity/ADA employer. We participate in the federal E-Verify program.*