

Budget Analyst

The Pennsylvania House of Representatives--Democratic Appropriations Committee seeks a highly qualified health and human services Budget Analyst with related professional experience.

This position requires strong skills in researching and analyzing complex budget and policy issues. The analyst will report to the Chair and the Executive Director, play a pivotal role in forming recommendations for budget/fiscal related matters, be integrally involved in the annual legislative budget process, and analyze the fiscal impact of proposed legislation on state and local governments. Preference will be given to those with related professional experience.

The analyst must possess sound analytical skills and have a comprehensive understanding of how fiscal policy affects the delivery of government programs and services. The analyst will interact with public policy makers at all levels of government and the public; therefore, they must demonstrate strong verbal and writing skills.

Essential duties: Form recommendations for budget-related matters, including the annual legislative budget process and analyze agency budgets and proposed legislation with special attention to fiscal, programmatic and policy implications, including the preparation of cost/revenue estimates showing fiscal impacts to state and local governments.

Desired qualifications:

- Bachelor's degree or other advanced degree in accounting, finance, economics, public administration, or business; familiarity with Microsoft Office Suite, especially Word and Excel; and excellent writing skills
- Minimum of five years recent work experience in fields related to health and human services. Work experience with a state or federal agency, a foundation, or health care program is preferred
- Knowledge of human services programs and policies. Knowledge of Medicaid is desirable
- Knowledge of applicable state and federal laws, regulations, guidelines and procedures
- Familiarity with state legislative and budgetary processes
- Familiarity with Medicaid data and reports.

Competitive salary is negotiable based upon experience, plus excellent benefits and paid leave. Desired candidate is self-motivated, willing to work a demanding schedule and non-standard work hours, and able to maintain confidentiality.

Submit letter, resume and writing sample to: pahousepositions@gmail.com.