

BFR Data Analyst Position Description

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The Governor's Office of Management and Budget (GOMB), Budgeting for Results (BFR) Unit seeks to hire a BFR Data Analyst. Under the direct supervision of the Director of the BFR Unit, the BFR Data Analyst is responsible for collection and analysis of state agency program data from multiple, disparate state agency programs. This position is primarily responsible for conducting cost-benefit analysis for statewide programs in support of the overall Budgeting for Results initiative.

This position requires a motivated professional with the ability to work independently under minimal supervision. The general scope of responsibilities will be clearly defined. The BFR Data Analyst will work in consultation with Pew Center under the direction of the BFR Unit Director to design, develop and populate the newly established modeling framework for the Illinois cost-benefit analysis.

EDUCATION AND EXPERIENCE

A Master's degree candidate in statistics, economics, mathematics or equivalent field, plus 1-2 years in practical experience is preferred. Undergraduate degree holders with sufficient practical experience may be considered. Familiarity with the Results First cost-benefit model created by the Pew Center is preferred. Knowledge about or experience conducting cost-benefit studies and performing or interpreting meta-analysis is required to successfully perform the responsibilities of this position.

A successful candidate would have the following skills:

- Analytical skills:
 - Familiarity with social science and/or economic research design and methods;
 - Experience conducting cost-benefit analysis;
 - Training in program evaluation;
 - Ability to carry out and understand graduate-level statistics; and
 - Experience working with large data sets.
- Communication skills:
 - Ability to summarize complex and highly technical information into layman terminology for policy makers;
 - Experience working with a variety of stakeholders from diverse backgrounds;
 - Ability to dialog with stakeholders on relevant topics related to program cost-benefit analysis;
 - Ability to prepare and deliver presentations and supporting materials; and
 - Ability to synthesize contributions of interns, consultants, state agency data managers and management.
- Organizational and project management skills:
 - Ability to identify and manage goals and objectives; and
 - Ability to be detail-oriented with process diagramming and the execution of assigned tasks under appropriate deadlines.

- Public administration experience:
 - Basic understanding of state government operations including budgeting and accounting systems, the structure of state agencies in program execution; and
 - Basic understanding of methods state agencies use to track activities and measure program performance.

WORK LOCATION

This position is based in Springfield, Illinois. Occasional travel may be required.

SALARY/COMPENSATION

Salary will be determined based on the level of experience when a job offer is made.

SUBMIT RESUMES BY MAIL, FAX, OR E-MAIL.

E-mail: jobs.omb@illinois.gov

Fax: 217-524-4876

Attention Personnel:

603 Stratton Building

Springfield, IL 62706

NON DISCRIMINATION POLICY

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of race, color, religion, sex, age, sexual orientations, national origin, disability, marital status, or status as a disabled veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring, promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.