

Job Title: Budget Analyst II

Job Grade Level: 10

Working Title: Economist

Career Track: Tracked position in a series of two tracks

Date: July 18, 2024

Agency/Department: Legislative Budget Office

Reporting to: Deputy Director, LBO

Primary Objective: To support the LBO in evaluating the effectiveness and efficiency of tax expenditures in Minnesota as described in Minnesota Statute 3.8855. This position will help develop methods for determining the impact of tax expenditures through financial and statistical analysis, including multivariate analysis and economic modeling. This position will manage analytical and statistical software for the LBO. This position will present research methods and findings to the Minnesota Tax Expenditure Review Commission. The primary objectives of the position are accomplished under the general supervision of the LBO Deputy Director.

Responsibilities & Tasks:

1. (35% time) Utilize tax modeling software and develop research methods to estimate the impact on tax revenue for tax expenditures in income, corporate franchise, general sales and use, property, and other tax types.
 - a. Use a microsimulation model to estimate the impact of tax expenditures on income tax revenues and liabilities.*
 - b. Use programming language in R or other statistical analysis software.*
 - c. Review and analyze data for various tax types and utilize statistical software to estimate impacts on state revenue resulting from the existence or elimination of tax expenditures.*
2. (35% time) Build and implement research methods to estimate the impact of tax expenditures and their effectiveness in carrying out their policy objective.
 - a. Act as an expert on quantitative analysis methods used in the evaluation of tax expenditures for the LBO.*
 - b. Complete statistical analyses of tax expenditures including regression analysis, correlational research, and descriptive statistical research.*
 - c. Use input-output modeling software to estimate the economic impact of tax expenditures.*

- d. Apply financial analysis techniques to understand financial performance and fiscal impact of tax expenditure policies on publicly traded firms.
3. (20% time) Contribute to the writing and presentation of written reports regarding the impact of tax expenditures.
 - a. As part of a team, develop written reports of the evaluations performed on tax expenditures at the request of the Tax Expenditure Review Commission.*
 - b. Provide peer editing of written materials produced by the LBO.
 - c. Present research and findings to the Tax Expenditure Review Commission and tax committees in the Minnesota House of Representatives and Senate through clear and concise oral and written testimony.*
 - d. Contribute to the team of LBO staff who will develop an online platform to display data and analysis on tax expenditures in Minnesota.
 4. (5% time) Participate in research, professional development, and other activities that will build expertise, foster relationships, and advance the work of the LBO.
 5. (5% time) Other duties as needed or as assigned by the LBO Director or Deputy Director.

Budget Responsibility:

This position does not have any direct budget responsibility.

Supervisor Responsibility:

This position does not directly supervise staff. This position leads research project teams, as needed, to meet the objectives of the LBO.

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, peers in similarly positioned offices across other states, local units of government, stakeholders directly impacted by tax expenditures, and other interest groups.

This individual must be credible and trustworthy in providing professional and technical support to the Tax Expenditure Review Commission; as well as working collaboratively with agencies and nonpartisan legislative staff to develop high quality research and analysis.

Working Conditions/Physical Demands:

The LBO is committed to work/life balance of its staff. At times, this position must have the ability to work long hours, meet deadlines, and stay composed under pressure. This may require occasional work in the evening and over the weekend. Telework may be permitted on a limited basis.

Appointment:

Unclassified non-partisan position.

Minimum Qualifications:

1. A graduate level degree in applied economics, economics, statistics, public policy, or a related field and at least three years of experience in a related field; OR, a PhD degree in a related field.
2. Graduate coursework in econometrics and statistics.
3. Critical thinking and problem-solving skills.
4. Ability to communicate complex research methods and findings to a diverse audience through written and oral forms of communication.
5. Ability to work collaboratively in a team environment.
6. Non-partisan background and the ability to act in a politically neutral manner while maintaining confidentiality.

Desired Qualifications:

1. Experience forecasting tax revenues.
2. Experience with input-output economic modeling.
3. Knowledge of Minnesota's state tax structure.
4. Knowledge of programming language for R and other statistical analysis software.

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