

**Governor's Office of Office of Planning and Budget (OPB)
Governor's Intern Program Project Overview
Summer 2011**

Physical and Economic Development Division

Agency Overview

The Office of Planning and Budget (OPB) was created to serve the Office of the Governor as a budget and planning unit through the Executive Reorganization Act of 1972. OPB provides valuable, accurate, and timely information to the Governor and other decision-makers as part of a continuing effort to improve the operation of state government.

Position Overview

The division is seeking interns to assist with budget development and research and analysis of federal grant funds. This division reviews and analyzes policy and budgetary initiatives for agencies whose business functions include transportation, natural resources, and economic development.

The intern serves as part of a team of analysts working on the budget and policy related to transportation, natural resources, and economic development activities provided by the state of Georgia. In support of the budget development process interns will assist budget analysts with research including surveying other states, financial analysis, writing policy and budget analysis briefs, performing zero-based budget program reviews, developing budget presentations, and researching various cost containment strategies.

Interns working for the division during the summer will be integral to two important activities: analysis of program performance and expenses and researching federal grant funds.

The assistance will include research on federal grant funds and programs. The intern will also coordinate meetings and provide other logistical supports for the division.

Educational Opportunity

Gain knowledge of the state physical and economic development agency programs and services, the state budget process, expenditure analysis, and program evaluation. Interns will also learn about the Federal regulations guiding the federal grants and programs, state agency operations, OPB, and knowledge about the State of Georgia.

Interest Areas

Transportation, Economic Development, Research, Grants and Program Management, Financial Management, Business Operations, Quantitative and Qualitative Analysis, Public Administration

Qualifications

Required Qualifications:

- Currently enrolled senior with a 3.0 GPA or higher
- Georgia resident or attending a Georgia college, university, or law school
- Working level skill in the use of MS Office applications
- Good research and analytical skills.

Preferred Qualifications:

- Advanced level skill in the use of Excel
- Excellent business writing, organizational and computer skills.
- High level of skill in research and analysis with the ability to form conclusions and recommendations based on analysis.

Details

- Dates: May 16, 2011 through August 5, 2011
- Location: 270 Washington Street, Atlanta, Georgia
- Positions Available: 1
- Hours: 24 to 40 hours / week
- Compensation: \$7.43 / hour for Undergraduate Students
\$8.00 / hour for Graduate Students

Application

Please email your resume and most recent transcript to applicant@opb.state.ga.us.

Please include "Governor's Intern Program Application" in the subject line

Application Deadline: **Friday, March 18, 2011**

If you have any questions, please contact Rosa Spencer at rosa.spencer@opb.state.ga.us or (404)-657-7317 OR Kristin Bernhard at kbernhard@georgia.gov or (404) 463-2251.

An Equal Opportunity Employer

The Office of Planning and Budget does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or services.

TDD service is also available @ (404) 657-9993 or call (404) 657-7317

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