

Job Description



Office of Planning and Budget

Fiscal Policy Analyst 1 - FIN00ZJ

Posting Date: Jul 5, 2017 - Closing Date: Ongoing
Primary Location: GA-Fulton-Atlanta Other Locations:
Number of Openings: 1
Job: Financial
Shift: Day Job
Advertised Salary: \$40,221

Description:

The Office of Planning and Budget (OPB) exists to serve the Governor and the state in five primary ways:

- Work with the Governor each year to develop a budget recommendation for the upcoming and amended fiscal years that is based on agency requests and that will be presented to the General Assembly
- Provide research and analysis to the Governor's Office and other state agencies related to budgetary items as well as to produce an efficient and effective state government
- Review the agencies' annual operating budgets to ensure that spending plans comply with the approved appropriations act, sound fiscal stewardship, and the Governor's goals
- Develop the state's strategic plan, outlining the Governor's vision for the state and how agencies can best support that vision
- Supply official demographic and statistical data about the state of Georgia

OPB Fiscal Policy Analyst assists in the development and monitoring of agency budgets and policies for executive and legislative review. OPB analyst analyze laws proposed by the General Assembly and respond to inquiries from general public, legislators, and state agencies. Analyst monitor expenditures as compared to budget and appropriations, and perform detailed and complex revenue and expenditure projections.

OPB continually recruits for positions in the following divisions:

EDUCATIONAL DEVELOPMENT DIVISION (ED)

Performs budget and policy analysis related to education initiatives, ranging from Pre-K programs to higher education.

HEALTH AND HUMAN SERVICES DIVISION (HHS)

Performs budget and policy analysis related to health care purchasing, state health planning, welfare, veterans' services, workers' compensation, and other human and social services.

PHYSICAL AND ECONOMIC DEVELOPMENT DIVISION (PED)

Performs budget and policy analysis and planning related to economic development, infrastructure, workforce development, and natural resources.

PUBLIC SAFETY DIVISION (PS)

Performs budget and policy analysis related to the safety of citizens and property.

Agency Specific Qualifications:

- Ability to multi-task
- Ability to effectively communicate orally and in writing
- Ability to think critically
- Ability to present to a group

Additional Information: Due to the volume of applications received by this office, we are unable to provide information on application status by phone.

Qualifications:

Bachelor's degree in business or related degree from an accredited college or university AND One year work experience in a position equivalent.

Preferred Qualifications - External:

- Bachelor's degree in Political Science, Math, Finance, or Economics
- Proficient in Excel using Pivot Tables and VLookup
- Knowledge of Statistical Modeling
- Knowledge of Georgia state government operations, including legislative, and budgetary processes
- Knowledge of state and federal laws governing the operations and programs of state agencies in the assigned program areas
- Skill in analyzing complex policy and budgetary issues
- Ability to analyze data and information, draw conclusions, and make recommendations
- Knowledge of TeamWorks Financial Management System software applications

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