



Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Budget Analyst

LOCATION: Missouri House of Representatives, Appropriations Division
Missouri State Capitol Building, Jefferson City, MO

STARTING SALARY: Starting salary range for the position begins at \$5,718.96 per month; however, actual starting salary commensurate with applicable education and experience.

The salary reflected in the job posting does not represent differential time-of-service pay for eligible Missouri State employees. The position is eligible for a 2% increase after successful completion of six-month introductory period.

DESCRIPTION: The Budget Analyst position is a highly responsible role in the House Appropriations Division. The House Appropriations Division drafts the state budget for the House of Representatives and supports elected members in all matters pertaining to the state budget. This non-partisan staff position is full-time and eligible for Missouri State employee benefits.

RESPONSIBILITIES: House Budget Analysts are responsible for drafting and reviewing legislative appropriation bills and tracking relevant legislation while serving as the main budget contact for members of the Missouri House of Representatives. These positions also interact with state agency budget staff and Missouri Senate appropriations staff. Job responsibilities include: preparation of fiscal and statistical data for use in budgetary evaluation, data entry, bill and amendment drafting, developing budget recommendations requested by House members, researching state programs that require appropriation, and review of agency budget requests and Governor's budget recommendations for accuracy.

QUALIFICATIONS: Graduation from a college or university, with a bachelor's degree in public or business administration, accounting, political science, statistics, mathematics, economics or related area required. Experience in technical budget administration work or related field preferred, but not required. Advanced degree preferred, but not required. Applicants must have the ability to remain objective, nonpartisan, and professional regarding all legislative matters and work well under pressure with minimal supervision.

APPLICATION PROCESS: Please send resume, application, and letter of interest electronically to houseadmin@house.mo.gov or through [MoCareers](https://mojobs.com). Documents may also be submitted to the Missouri House of Representatives, 201 W. Capitol Avenue, B-22, Jefferson City, MO 65101, Attention: Administration Division. Additional information and the House Application for Employment form may be found on the House website at www.house.mo.gov. Applicants are expected to be available for in-person interviews in Jefferson City, Missouri.

EMPLOYMENT RESTRICTIONS: The House prohibits the hiring of any person who at the time of initial hiring is related to any member within the fourth degree by blood or marriage.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.