



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC – 24 – 1213	POSITION TITLE: Senior/Junior Performance Analyst
OPENING DATE: December 13, 2024	CLOSING DATE: April 1, 2025
SALARY RANGE: ES-06 \$75,000 - \$113,000 to ES-08 \$106,000 - \$140,000, depending on experience	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: Two (2)	OFFICE: Office of the Budget Director
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

INTRODUCTION:

The Council of the District of Columbia serves as the city council, county commission, and state legislature for the District of Columbia and the 700,000 residents who call D.C. home. The Council’s 13 elected members work to improve the health, safety, and wellbeing of all residents by passing legislation, approving a balanced budget, and providing oversight of the District government’s agencies, boards, commissions, and instrumentalities. The Council is led by a chairman and divides its work among several standing committees.

The Office of the Budget Director is responsible for advising all councilmembers on matters related to the District’s budget and performance, including coordinating the Council’s review, analysis, markup, enactment, and ongoing oversight of the annual \$21.2 billion operating budget and \$3.1 billion capital improvement plan (CIP). The office also analyzes the fiscal and economic impact of proposed legislation, performs policy analysis and research, and assists councilmembers and staff with oversight of the District’s finances, operating budget, CIP, and agency programs.

POSITION OVERVIEW:

The Office of the Budget Director is seeking two performance analysts to join the office's research team, to assist with performance and policy analysis on a broad range of topics that are relevant to improving the health, safety, and well-being of District residents. The position is ideal for someone who is intellectually curious, organized, and has experience creating high-quality analysis with meaningful insights and actionable recommendations in a timely manner. Candidates should possess outstanding interpersonal skills and be able to work effectively in a politically sensitive environment. Previous experience in a policy research institution, legislative body, state or local government, news media, or related field required. Final title to be determined depending on experience and qualifications.

DUTIES AND RESPONSIBILITIES:

- Assist councilmembers and committee staff with performance oversight activities, including proposing new and innovative approaches to monitoring agency performance
- Assist with policy research, data analysis, and financial oversight
- Proactively find and interpret data relevant to performance oversight of District agencies
- Prepare research briefs and reports for councilmembers, staff, and the public
- Present research findings in various forums, including in internal meetings with councilmembers and their staff and external events such as policy forums or conferences
- Monitor and keep abreast of Council legislative activities, legislation, oversight, and developments

KEY QUALIFICATIONS:

- Bachelor's degree required in public policy, public administration, political science, economics, journalism, social science, or a related field; master's degree may substitute for work experience
- Experience with oversight or performance monitoring
- Relevant experience producing high-quality written qualitative or quantitative analysis
- Ability to turn raw data into compelling and accessible stories that resonate with policymakers
- Experience proactively finding new relevant and interesting data sources to use for policy analysis

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- A brief writing sample
- Submit application package materials to **Jennifer Budoff, Budget Director**, at jbudoff@dccouncil.gov, with "Performance Analyst" in the subject line.
- **Applicants will only be notified if an interview is offered.**

DOMICILE REQUIREMENT:

An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays and subsidized public transportation.

DRUG-FREE WORKPLACE:

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement:

The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION