

Analyst:
Tax Expenditure Review Team
Maine State Legislature
Office of Program Evaluation and Government Accountability

OPEGA is seeking a full-time Analyst to serve as a member of OPEGA's two-person Tax Expenditure Review Team. OPEGA is a highly-respected, independent, non-partisan office that supports important legislative oversight and decision-making by reviewing the effectiveness, efficiency and economy of State programs, agencies and activities.

OPEGA's Tax Expenditure Review Team is dedicated to performing annual reviews of a variety of State tax expenditures (i.e. exemptions, reimbursements, credits and deductions) to determine whether they are meeting their public policy purposes. Team members must understand the policy making environment at the State level and work effectively and objectively with legislators, legislative and agency staff, as well as a broad range of policy stakeholders.

The Analyst is primarily responsible for performing assigned audit, evaluation, analysis and research tasks. Such tasks include, but are not limited to:

- conducting individual and group interviews;
- reviewing laws, regulations and policy documents;
- performing internet or library research;
- performing qualitative and quantitative analysis of operational and financial data;
- selecting samples and conducting various types of testing (i.e. compliance or attribute);
- reviewing documents and transactions; and
- developing and administering surveys.

Other key responsibilities include: documenting work performed in accordance with Office policies and standards; reviewing work of other team members; developing valid conclusions; identifying opportunities for program improvement; and assisting in drafting audit and evaluation reports.

The ideal candidate will have strong interpersonal, communication, critical thinking and computer skills with experience in assessment, analysis, or research involving economic or fiscal impacts, fiscal or tax policy, investments, tax incentives, or financial or operational performance.

OPEGA offers a competitive salary and benefits package with salary ranging from \$54,766.40 to \$83,075.20. The value of State-paid health and dental insurance is \$370.98 biweekly. The value of State's share of retirement is 15.3% of employee's gross salary.

Qualified applicants should apply online by submitting an online application, resume and cover letter by close of business on **Tuesday, December 8, 2015** on the job opportunities page of the Maine Legislature's website at <http://mainelegislature.org/execdir/job-opportunities>. For assistance, contact Etta Connors at etta.connors@legislature.maine.gov or 207-287-1901.