Legislative Budget Board

Summer APR Intern Vacancy Notice

Job Requisition Number: APRINT31114

Opening Date: 3/14/14

Closing Date: Open until filled

Salary Information: $1,500 per month, full time, prorated for part time

Title: Summer Intern

Teams: Agency Performance Review

Reports to: Team Manager

Type of Employment: Temporary – Full or part time, approx. 90 days, starting as soon as April 1, 2014

EEO Job Category: Professional

Hours: 40 Hrs. w/some nights and weekends. Schedule may change based on business need.

Travel (Overnight): None

Work Location: Robert E. Johnson Building
1501 N. Congress Ave., 5th Floor
Austin, Texas 78701

Mailing Address: LBB – Human Resources
P. O. Box 12666
Austin, Texas 78711

Number of positions: 1

Phone Number: 512-463-1200

Fax Number: 512-475-2902

Email: HR@lbb.state.tx.us

General Description:
The Agency Performance Review Team at the Legislative Budget Board (LBB) performs advanced analysis, policy research, management and performance assessment, program evaluation, and technical assistance related to Texas’ public agencies to ensure the effective and efficient use of state resources. Work may include collecting, analyzing, and interpreting data from various sources and reporting on the implications and results of the information reviewed. The Intern positions will assist in the research and preparation of LBB publications.

Essential Responsibilities:

Intern
- Research and analyze pertinent information and statutes.
- Prepare materials for publication, including reports and Issue Briefs that contain findings from research and analysis.
- Conduct quality control review of reports and Issue Briefs.
- Monitor committee hearings.
- Identify topics for future evaluation of the effectiveness and efficiency of public agencies.

Qualifications:

Education and Experience
- Graduation with a baccalaureate degree from a regionally accredited college or university.
- Course hours earned toward graduate degree preferred.
- Course-work or degree in public policy or administration, program evaluation, quantitative/qualitative research, financial affairs, legal research, or a related field is preferred.

Competencies
- Skill with technology (i.e. Microsoft Word and Excel) and methods to analyze and synthesize information.
- Ability to independently and effectively create timely, relevant, accurate, and valid work products.
- Ability to identify alternatives and make recommendations supported with evidence.
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<thead>
<tr>
<th>Legislative Budget Board</th>
<th>Summer Intern-ARAPA Vacancy Notice</th>
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<tbody>
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<td><strong>Number:</strong> ARAPAIN31114</td>
<td><strong>Team:</strong> Applied Research and</td>
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<td>Performance Audit</td>
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**General Description:**
Analysts at the Legislative Budget Board (LBB) perform research and analysis work. The work may include collecting, analyzing, and interpreting data from various sources and reporting on the implications and results of the information reviewed. The Intern position will assist in the research and preparation of reports for publication.

**Essential Responsibilities:**
- Intern
  - Assist in researching and analyzing pertinent information.
  - Prepare reports of the findings of research and analysis.

**Qualifications:**
**Education and Experience**
- Graduation with a baccalaureate degree from a regionally accredited college or university, preferred. Senior classification required.
- Course hours earned toward graduate degree preferred.
- Course-work or degree in public policy or administration, program evaluation, quantitative/qualitative research, statistical analysis, financial affairs, accounting, academic affairs, legal research or a related field is preferred.

**Competencies**
- Skill with technology (i.e. Microsoft Word, Excel, and Access) and interactive graphics.
- Skill in statistical analysis and methods to analyze and synthesize information.
- Ability to independently and effectively create timely, relevant, accurate, and valid work products.
- Ability to identify alternatives and make recommendations supported with evidence.
- Ability to effectively communicate via written and verbal work products, such as presentations in a formal setting.
- Ability to work in a team environment, collaborate with others and employ good interpersonal skills.
The Legislative Budget Board (LBB) Internship Program offers full-time graduate and undergraduate students the opportunity to work on LBB projects for the Texas Legislature. Internships are planned work experience programs that provide students hands-on experience working for the Legislature, and can be full-time or part-time depending on the student’s schedule and the scope of the project.

The LBB works directly with legislators, their staffs, and state agencies on all issues related to the state budget and fiscal policy analysis. Interns accepted into the program will work at the LBB offices located on the fifth floor of the Robert E. Johnson Building, overlooking the state capitol.

To be considered for an internship, students should have a major or minor related to the work of the LBB, including but not limited to: Economics, Public Administration, Government, Political Science, and Public Affairs. Applicants should have at least a 3.0 GPA.

Past internship projects have included: analyzing the federal Patient Protection and Affordable Care Act’s impact on the state high-risk insurance pool; field data entry and analysis on adult probationers revoked to state prison; and data compilation and analysis regarding disciplinary measures in Texas schools.

The LBB Internship Program is a paid internship. Interns are considered state employees and accrue state service for this period of employment.

To Apply: submit a completed State of Texas Application for Employment and recommendation letter from a current or former professor to hr@lbb.state.tx.us.

The State of Texas Application for Employment and information about internships and other employment opportunities are located on the LBB website at www.lbb.state.tx.us and the Texas Workforce Commission website at www.twc.state.tx.us/jobs/job.html.
The Legislative Budget Board (LBB) consists of 10 members and was created by statute in 1949. The primary purpose of the LBB is the development of recommended legislative appropriations for all agencies of state government. The LBB provides the Texas Legislature with the recommended state budget, prepared by the LBB staff, at the beginning of each legislative session, which occurs in early January of odd-numbered years. The LBB's authority is broad and its influence on state government spending is significant. The composition of the LBB is specified by statute.

Legislative Budget Board composition:
Cochair – Lieutenant Governor
Cochair – Speaker of the House of Representatives

Automatic Members
Chair, House Committee on Appropriations
Chair, House Committee on Ways and Means
Chair, Senate Finance Committee

Appointed Members
Two House members appointed by the Speaker
Three Senate members appointed by the Lieutenant Governor

History
The LBB was established in 1949. The legislation required all state agencies to submit their budget requests to the LBB for review and recommendation.

Subsequent legislation expanded the work of the LBB to include development of the following: information related to spending limitations; fiscal notes and other impact statements on proposed legislation; guidance on strategic planning; performance and efficiency reviews; and specific analysis tied to school finance, criminal justice, investments, information resources, and contracts.

LBB Statutory Responsibilities:
• Adopt a constitutional spending limit
• Prepare a General Appropriations Bill draft
• Prepare a budget estimates document
• Prepare a performance report
• Guide, review, and finalize agency strategic plans
• Prepare fiscal notes and impact statements
• Take necessary budget execution actions
• Review and approve biennial operating plans related to information resource technology
• Conduct efficiency review of state agencies
• Conduct performance review of school districts
• Conduct performance review of institutions of higher education

Other Responsibilities:
The LBB provides a wide range of services and informative documents not required under general law:
• The Fiscal Size-up
• Agency performance assessments
• Online computer access to performance and budget information
• A website that provides information on the LBB and LBB-related documents, copies of key documents (e.g., the General Appropriations Act), online data entry applications for state agencies; and the Automated Budget and Evaluation System of Texas (ABEST) database (available to members of the Legislature and their staff)

Interim Responsibilities:
• Provide assistance to standing and special committees, as requested
• Prepare several reports
• Prepare the Fiscal Size-up
• Prepare assessments of agency performance
• Monitor agency budgets, expenditures and revenues
• Review and approve biennial operating plans related to information resource technology
• Conduct performance reviews of state agencies, institutions of higher education and public schools
• Develop projections of correctional populations, calculate related cost-per-day information, and conduct other analysis

Session Responsibilities:
During the legislative session, the LBB supports the legislative appropriations process by providing staff resources to the House Appropriations Committee, the Senate Finance Committee, and the Conference Committee on Appropriations. Staff support includes:
• Tracking committee decisions
• Answering inquiries from committee members
• Performing analyses
• Recording committee funding decisions in order to produce bill texts and summaries for each step of the appropriations process

Staff support to all legislative committees includes:
• Preparing fiscal notes and impact statements about proposed legislation
• Working with members of the legislature to implement recommendations that require statutory change

For more detail on the duties and publications of the LBB, visit our website: www.lbb.state.tx.us.