



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

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC-19-12</b>	POSITION TITLE: <b>Research Analyst</b>
POSITION GRADE: <b>ES-05 – ES-07</b>	SALARY RANGE: <b>\$60,000 – \$100,000</b>
OPENING DATE <b>07-30-19</b>	CLOSING DATE: <b>Open until filled</b>
FIRST SCREENING DATE:	TOUR OF DUTY: <b>9:00 a.m. – 5:30 p.m.</b>
NO. OF VACANCIES: <b>One</b>	OFFICE: <b>Office of the Budget Director</b>
TYPE OF APPOINTMENT: <b>Full-Time Excepted Service</b>	DURATION OF APPOINTMENT: <b>At-Will</b>
AREA OF CONSIDERATION: <b>Open to the Public</b>	LOCATION: <b>John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004</b>

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

**POSITION ATTRIBUTES**

**INTRODUCTION**

The Council of the District of Columbia serves as the city council, county commission, and state legislature for the District of Columbia. The Council’s 13 elected members work to improve the health, safety, and well-being of all residents. The Council passes laws, approves a balanced budget, and oversees the management of the District government’s agencies, commissions, boards, and other instrumentalities. The Council is led by the Chairman, and it divides its work among 12 standing committees.

In recent years, the Council’s legislative achievements include creating one of the nation’s first paid family and medical programs, providing universal pre-K, expanding the local Earned Income Tax Credit (EITC) and tax credits for low-income renters, tackling rising housing affordability issues, improving public transportation networks, investing in homeless services, and supporting violence prevention efforts and restorative justice programs.

The Council is starting a new division dedicated to policy research and economic analysis within the [Office of the Budget Director](#). The new division will provide analysis that is relevant, timely, and nonpartisan. It will prepare Policy and Economic Impact Statements and provide authoritative, objective and timely policy research and analysis to the Council on topics of importance to promote efficient and effective governance. The division will gather information by conducting literature reviews, consulting with subject matter experts, analyzing data, building economic impact forecasts, researching the choices that other jurisdictions have made when faced with similar policy questions, and participating in policy forums and conferences.

The Research Division will offer immediate help for short requests, produce issue briefs on matters of ongoing concern, and release in-depth reports on substantial policy and legislative matters. When needed, it shall develop a range of policy options for Councilmembers to consider, weighing the pros and cons of the various choices.

### **POSITION OVERVIEW**

The Council of the District of Columbia is seeking an experienced professional to conduct research and analysis on a broad range of policy 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 written products with meaningful insights and actionable recommendations in a timely manner. The person must have 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, or news media preferred.

### **PRIMARY RESPONSIBILITIES**

- Assist Councilmembers and staff with policy research and data analysis and financial oversight
- Develop approaches for analyzing the policy and economic impacts on the District of legislative action or policy proposals. Use economic modeling software to assess impacts.
- Prepare research briefs and reports to 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 and developments

### **REQUIRED/PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor's degree required (Master's degree preferred) in public policy, public administration, political science, economics, journalism, social science, or a related field
- Relevant experience producing high-quality written products using qualitative and/or quantitative analysis covering topics relevant to the District government
- Strong analytical and critical-thinking skills, including the ability to distill complex ideas and insights into easily understandable and compelling research products
- Outstanding written, oral, and presentation skills, including the ability to organize and convey information clearly to a variety of audiences
- Ability to successfully plan, track, and complete research projects from initial conceptualization to timely delivery
- Demonstrated ability to create written products with a focus on relevance, precision of language, analytical integrity, effective organization, compelling narrative, and meaningful insights.
- Ability to collaborate with others in a constructive and professional manner to gather information and produce publishable papers in a timely manner
- Ability to build and manage relationships with internal and external stakeholders, subject matter experts, and District employees
- Self-motivated worker who thrives in a fast-paced and high-energy work environment
- Commitment to the Council's public service values and promoting the health, safety, and well-being of all District residents
- Proficiency using business intelligence software such as Tableau, economic models such as REMI, or statistical analysis is a plus

### **POSITION TYPE/EXPECTED WORK HOURS**

This is a full-time position with regular work hours Monday-Friday, 9 am to 5:30 pm.

Occasional evening or weekend activities may be required.

### **TRAVEL**

Should travel be required, it will usually be within the District and occur during the business day. Several overnight travel trips may be required.

### **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; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

### **QUALIFICATIONS:**

Both education and experience must demonstrate a breadth and depth of management principles, practices as well as functions of local and or state governments and public financial management.

The successful incumbent of this position will possess at least a bachelor's degree in public policy, public health, business administration, public administration, economics or a field of study directly related to the functions and activities of the Office of the Budget Director.

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**HOW TO APPLY:** All applicants must submit a DC 2000 (DC Government Employment Application). Resume may be attached. **ALL APPLICANTS MUST SUBMIT A WRITING SAMPLE. FAILURE TO DO SO MAY ELIMINATE YOU FROM FURTHER CONSIDERATION.** Applications will **not** be returned. APPLICANTS WILL ONLY BE NOTIFIED IF AN INTERVIEW IS GRANTED. **Note: It is imperative that all information on the DC 2000, resume and supporting documents be both accurate and truthful and subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position.**

**Email:** [jobs@dccouncil.us](mailto:jobs@dccouncil.us)

**Fax:** 202-724-8168

**Mail: Council of the District of Columbia  
Human Resources Division  
1350 Pennsylvania Avenue, NW Suite G3  
Washington, DC 20004**

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**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.)

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**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.

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**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.

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OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION  
**Council of the District of Columbia**