

The Mississippi Legislature
Joint Committee on Performance Evaluation
and Expenditure Review
(PEER)

Post Office Box 1204
Jackson, Mississippi 39215-1204

501 North West Street, Suite 301-A
Jackson, Mississippi 39201

Telephone: (601) 359-1226

JOB ANNOUNCEMENT No. 110-06-22

APPLICATION DEADLINE: July 22, 2022

Position:	Analyst
Starting Salary:	\$52,728
Estimated Starting Date:	September 1, 2022
Geographic Location:	501 North West Street, Suite 301-A, Jackson, MS (E. T. Woolfolk State Office Building) Employees must live within commuting distance.
Hours:	8:00 a.m.-5:00 p.m. Monday through Friday structured work schedule

Fringe Benefits Summary:

1. Paid personal leave and major medical leave. New employees receive 12 hours of personal leave per month and 8 hours of medical leave per month. There are no restrictions in accumulating personal and medical leave.
2. Paid state holidays. Employees receive paid time off or compensatory time for 10 state holidays per year.
3. Group health insurance (base coverage) provided at no cost to the employee, with a value of \$4,668.
4. Life insurance with 50% of premium for employee paid by the state.
5. Defined benefit state retirement plan, with PEER contributing \$9,175 annually on behalf of the employee. (Optional deferred compensation and flexible spending plans.)
6. Continuing education and professional license expenses paid subject to approval.
7. Free parking.

PEER does not reimburse pre-employment interview transportation expenses, employment agency fees, or relocation expenses.

Duties and Responsibilities:

- Conducts program evaluations of Mississippi state or local agencies, programs, and contractors.
- Uses analytic methods and tools effectively.
- Works independently or as a member of interdisciplinary teams.
- Prepares professional work paper files.
- Writes or assists in writing reports and memoranda.
- Prepares and presents briefings to legislators.
- Utilizes a high level of initiative, creativity, and judgment in conducting sensitive assignments.

(A minimal number of assignments involve overnight travel at state expense.)

Education Requirements (Minimum):

- Master's degree from an accredited four-year college or university in business or public administration, accounting, economics, political or social science, public health, mathematics, or a related discipline that provides training in a disciplined analytic regimen. *(Individuals who will receive a master's degree by the end of the summer 2022 semester are encouraged to apply.)*
- Minimum overall GPA of 3.0 in master's and bachelor's degree programs.

Knowledge, Skills, and Abilities:

Required Minimums:

- Strong analytical and problem-solving skills.
- Ability to write clear and concise summaries of technical material.
- Strong verbal communication skills, including public speaking.
- Ability to remain objective in a political environment.
- Familiarity and usage of personal computing resources. (PEER uses Macintosh computers and Microsoft WORD and EXCEL software.)

Preferred (in addition to the required minimums):

- Work experience in evaluating governmental agencies, preferably Mississippi state and local agencies, or in field research or inspection work with an agency or private firm similar to PEER.
- Experience in various graphic software applications including: PowerPoint, Adobe Acrobat, Dreamweaver, Illustrator, Photoshop, Oxygen, and Tableau.
- Knowledge of and abilities in document and web design, layout, and presentation.
- Professional certification as a certified government financial manager (CGFM).

To Apply:

To be considered, your application submission **must** include the following items:

- a) Current résumé.
- b) Completed PEER application form. (Located on the PEER website: peer.ms.gov)
- c) Transcript(s) of **all** college academic credits, specifically undergraduate and graduate credit, **with grade point averages clearly denoted (unofficial transcripts are permissible).**

Send application documents in “a” through “c” above via email to: director@peer.ms.gov

Or

PEER Committee
Post Office Box 1204
Jackson, Mississippi 39215-1204
Attention: Job Announcement **110-06-22**

For mailed documents, enclose a self-addressed, stamped postcard for application receipt confirmation, should you desire confirmation.

PEER does not accept personal resumes or Mississippi State Personnel Board applications in lieu of the items listed above.

Evaluation of Applicants:

Applicants will be evaluated on the basis of the quality and extent of their total accomplishments, education, experience, and training only on information supplied. Applications will be reviewed for minimum qualification requirements by a staff resources board who will determine the extent to which each applicant possesses the appropriate knowledge, skills, abilities, and other personal characteristics required for the position. Those applicants deemed best qualified will be interviewed by PEER managers. The final selection decision will be made by the Director subject to the approval of the PEER Committee. Prospective employees will be subject to a background investigation of character, work experience, and job performance. If the Director finds no applicant satisfactory, the position will not be filled, and a new announcement will be issued.

THE PEER COMMITTEE IS AN EQUAL OPPORTUNITY EMPLOYER.