JOB ANNOUNCEMENT No. 102-01-18

APPLICATION DEADLINE: February 16, 2018

Position: Analyst
Starting Salary: $52,728
Geographic Location: 501 North West Street, Suite 301-A, Jackson, MS
(E. T. Woolfolk State Office Building)
Employees must live within commuting distance.

Fringe Benefits Summary:

1. Paid personal leave, major medical leave, and state holidays.
2. Group health insurance with premium for employee for base coverage paid in full by the state.
3. Life insurance with 50% of premium for employee paid by the state.
4. State retirement eligibility and Social Security. (Optional deferred compensation and flexible spending plans.)
5. Free parking.
6. Employee continuing education and professional license expenses paid subject to approval.

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. Performs intellectually challenging assignments. Works independently or as a member of interdisciplinary teams. Prepares professional work paper files. Writes or assists in writing reports. Prepares and presents briefings to legislators and governing boards. Utilizes high level of initiative, creativity, and judgment in conducting sensitive assignments. Some assignments may involve overnight travel at state expense.

Qualification Requirement (Minimum):
(This requirement must be met before an application will be considered further.)

- Master’s degree from an accredited four-year college or university in business or public administration, accounting, program evaluation, operations research, economics, statistics, data analytics, decision sciences, information systems, political or social science, experimental psychology, mathematics, or a related discipline that provides training in a disciplined analytic regimen.

Preferred Knowledge, Skills and Abilities (Desired by PEER):

- Licensed as a certified public accountant (CPA)
- Public speaking experiences, particularly the ability to summarize and explain information to executives and elected public officials.
- 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 writing clear and concise summaries of technical material.
- Familiarity and usage of personal computing resources. (PEER uses Macintosh computers and Microsoft WORD and EXCEL software.)
To Apply:

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

(a) Cover letter addressing, in detail, your compliance with the minimum qualification requirement. If you possess any of the preferred knowledge, skills and abilities, your letter **must** address these also. In addition, your letter **must** contain an explanation as to why you would like to be employed as a PEER Analyst.

(b) Completed PEER application form

(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 to:

PEER Committee  
Post Office Box 1204  
Jackson, Mississippi 39215-1204  
Attention: Job Announcement 102-01-18

Enclose a self-addressed, stamped postcard for application receipt confirmation.

PEER will 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 the basis of information supplied. Applications will be reviewed for minimum qualification requirements and preferred knowledge, skills, and abilities 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 who will make a selection recommendation to the Director and Deputy Director. The final selection decision will be made by the Director and Deputy 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.**