PEER MISSISSIPPI
Joint Legislative Committee on Performance Evaluation and Expenditure Review
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The Mississippi Legislature

Joint Legislative Committee on Performance Evaluation and Expenditure Review
(PEER Committee)
☎ (601) 359-1226

JOB ANNOUNCEMENT No. 120-11-2027

(Application Deadline: December 1, 2026)

Position: Legislative Analyst

Starting Salary: $53,000 - $63,000 depending on experience and/or preferred credentials

Estimated Starting Date: January 4, 2027

Location:
E.T. Woolfolk Office Building
501 North West Street
Suite 301-A
Jackson, MS 39201

Hours:
8:00 a.m. to 5:00 p.m.
Monday through Friday
structured work schedule

DUTIES AND RESPONSIBILITES

- Conducts program evaluations or performance audits of Mississippi state or local agencies, programs, and contractors.
- Uses analytic methods and tools effectively.
- Works independently or as a member of a team.
- 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.

MINIMUM EDUCATION REQUIREMENTS

- **Master's degree** from an accredited four-year college or university in public administration, business, accounting, economics, law, political or social science, public health, 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 fall 2026 semester are encouraged to apply.)***
- Minimum cumulative **GPA of 3.0** in master's and bachelor's degree programs.

TO APPLY:

Send résumé, transcripts, and completed application (available at peer.ms.gov) via email to:
director@peer.ms.gov

or via mail to:

PEER Committee
Post Office Box 1204
Jackson, MS 39215-1204
Attention: Job announcement 120-11-2027

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- 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 (i.e., nonpartisan) 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):

- Licensed to practice law in Mississippi.
- 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 software applications including: Adobe Acrobat, PowerPoint, R, SAS, STATA, Tableau, or any other data analysis or statistical software.

FRINGE BENEFITS

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. Professional license expenses paid subject to approval.
7. Free parking.

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. Applicants may be asked to complete written assessments during the interview process.

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.

NOTES FOR APPLICANTS

- For mailed applications, enclose a self-addressed, stamped postcard for application receipt confirmation, should you desire confirmation.
- PEER does not reimburse pre-employment interview transportation expenses, employment agency fees, or relocation expenses.

THE PEER COMMITTEE IS AN EQUAL OPPORTUNITY EMPLOYER.