MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE

Position: Database Analyst – Budget Analysis
Office of Policy Analysis

Salary: $75,000 (entry-level)

Application Deadline: August 15, 2025

Employee Benefits: [Click Here to Learn More](#)

Principal Duties: We are recruiting for a database analyst to work on a nonpartisan basis in the Budget Analysis function to provide oversight of the function's new operating and capital budget analysis system. Specific duties include:

- Maintaining operating and capital budget data tables in a cloud-based relational database, which includes organizing budget programs by assignments, maintaining expenditure and fund accounts, controlling user access, organizing and updating budget and personnel reports, and maintaining adjustment action types.

- Developing extensive knowledge of the system to be the primary resource for budget analysts and support staff, including serving as the help desk and building queries that pull data out of the system.

- Working with vendors to maintain the system and modify the system to reflect law and policy changes.

- Managing system plugins such as analysis documents.

- Coordinating bulk approval of various groupings of budget adjustments.

- Preparing training materials and training budget analysts and support staff to use the system.

- Coordinating the transfer of data to and from the system and the executive branch budget system.

- Updating escalation factors and personnel benefit calculations to support estimates for the upcoming budget year.

- Completing assignments both in office and through remote work.

An analyst with the requisite fiscal and policy analysis background and skills will also have the opportunity to prepare analyses of State agency budgets and present those analyses to legislative committees.

Qualifications:

- A bachelor's degree (master's degree preferred) and a demonstrated interest in database management. Interest in financial analysis preferred but not required.

- Knowledge of the principles and practices of designing, developing, implementing, maintaining, and controlling database management systems and software for computers.

- Knowledge of relational databases.

- Skill in documenting new and revised database management systems procedures and standards.

- Ability to communicate effectively and to establish and maintain effective working relationships with system users, vendors, computer operations personnel, and IT programmer analysts and technical support specialists.

- Strong writing and analytical skills and demonstrated ability to devise solutions to identified problems.

- Knowledge of public finance and budgetary concepts strongly preferred but not required.

- Availability for extended work hours, including evening and weekend work, during the legislative session (January-April). More schedule flexibility is available during the legislative interim (May-December), particularly in the spring and summer months.

To Apply:

Email resume and cover letter to jobs@mga.maryland.gov **and include code 05-25**. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

An exercise assessing basic writing and mathematical/analytical skills is part of the interview process.

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.