

# Resource Analyst

**Work Schedule:** Full Time

**Salary:** \$51,630 - \$71,151

**Location:** Washington, DC metropolitan area

The Resource Analyst provides input to strategic/programmatic guidance to CIA customers; assisting with the analyses and preparation of supporting documentation for budget exercises and/or supplemental or reprogramming exercises. We are looking for individuals who are self-motivated, bright and forward-leaning seeking a unique opportunity. Candidates should have excellent writing skills and demonstrate an understanding of the relevance of analytical results, including historical trends and significant findings in constructing budget submissions and assessing budget execution, drawing inferences, extrapolates, and generalizes as appropriate. A GPA of at least 3.0 on a 4.0 scale is also required, along with good oral expression and strong writing skills, including the demonstrated ability to write concise prose, such as for a newspaper and research papers.

As a new employee you will be introduced to the CIA through an assignment in either a component or group or directorate level of the organization. This will enable you to build a foundation of skills and knowledge from the tactical creation of the budget at the component or group level, to the strategic understanding of budget priorities and trends.

The purpose of these developmental positions is to provide new employees with the opportunity to become familiar with the CIA and to receive appropriate training within the Resource arena. It also enables new employees to get acclimated to the arrangements that are required for each position.

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**Minimum Requirements:** Developmental professionals should have at least a BA in business, finance, mathematics, economics, or any business-related major demonstrating writing and analytic skills. A minimum of three years of related work experience is also required. Candidates must have excellent interpersonal skills, strong written and oral communications skills.

Salary is competitive and negotiable based on qualifications and experience. Developmental level salaries begin at \$56,857. CIA offers a comprehensive employee benefits program. Most positions are in the Washington, D.C. area.