Governor's Office of Office of Planning and Budget
Governor's Intern Program Position Overview - Winter 2015

Legislative Tracking

Agency Overview
The Office of Planning and Budget (OPB) was created to serve the Office of the Governor as a budget and planning unit through the Executive Reorganization Act of 1972. OPB provides valuable, accurate, and timely information to the Governor and other decision-makers as part of a continuing effort to improve the operation of state government.

Position Overview
The Office of Planning and Budget (OPB) provides the Governor with policymaking assistance in determining strategic and tactical plans for state budget recommendations. As part of this, the Office monitors the legislative session, including analyzing proposed legislation and entering the information into a legislative database; attending committee meetings and taking notes to share with other OPB staff; and learning the budget-making process from both the legislative and agency point of view.

OPB provides a wide range of information-based services that is used not only by the Governor and his staff, but also by other state agencies, authorities, and public/private organizations. Agency staff comes from a variety of professional background that include criminal justice, economic development, management review, education, program evaluation, public administration, strategic planning, budgeting, finance, auditing, information technology, database design, and systems development.

Under the direction of the Division Director, the interns will be assigned to monitor legislative committee meetings, perform analysis of pending legislation and enter information in a legislative tracking system (GLIS). The interns will participate in other assignments as needed to ensure they have the opportunity to experience other aspects of the Office and state government.

Learning Objectives
Gain a more thorough understanding of the legislative process in Georgia, have the opportunity to increase their knowledge of a wide variety of issues being considered by the General Assembly and apply writing and analytical skills in a work setting. They will gain knowledge of the function and operation of the Office of Planning and Budget and how the Governor's Office interacts with other state agencies.

Interest Areas
Legislative Analysis, Policy, Research, Quantitative and Qualitative Analysis, Public Administration, Business Administration

Required Qualifications:	Preferred Qualifications:
• Graduate level student • Currently enrolled or recent graduate with a 3.0 GPA or higher • Georgia resident or attending a Georgia college, university, or law school • Working level skill in the use of MS Office applications • Good research and analytical skills	• Excellent business writing, organizational and computer skills. • General knowledge of the State of Georgia legislative process. • High level of skill in research and analysis with the ability to form conclusions and recommendations based on analysis.

Details
Number: 5 Positions Available
Dates: January, 2015 through May, 2015 (SPECIFIC DATES TO BE DETERMINED)
Location: 270 Washington St., Atlanta, Georgia
Hours: 24 to 40 hours/week
Stipend: $8.00/hour for Graduate Students

Application
Please email your resume and most recent transcript to applicant@opb.state.ga.us.

Please include "**Governor's Intern Program Application - OPB**" in the subject line

Application Deadline: **Monday, November 3, 2014**

If you have any questions, please contact Felicia Lowe at applicanat@opb.state.ga.us or (404) 656-7920.

For additional information, please visit: http://opb.georgia.gov/ and http://gov.georgia.gov/intern-program.