

Intermediate Program Evaluator

Help shape public policies and programs that have an impact on Minnesotans' lives. The Office of the Legislative Auditor (OLA) is looking for curious, motivated, critical thinkers interested in applying their analytical skills to improve state government programs and processes.

OLA conducts nonpartisan research on a wide variety of public policies, programs, and state agencies. In this position, you will work in a small team under the direction of a supervisor to conduct evaluations, communicate research results to the public, and make recommendations to state agencies and the Legislature. We offer flexible schedules, great benefits, and opportunities for ongoing professional development and career advancement.

Job Duties

The Intermediate Program Evaluator will assist in:

- Developing research plans to analyze policies and evaluate programs.
- Conducting evaluations, which may include:
 - Conducting interviews, site visits, and document reviews, and analyzing their results.
 - Analyzing existing research reports and state and federal laws.
 - Designing, administering, and analyzing surveys.
 - Managing, cleaning, and analyzing data.
- Writing reports and preparing presentations summarizing evaluation results.
- Creating tables, figures, and other graphics to communicate research results.
- Verifying the accuracy of analysis performed by other evaluators.

The salary range is from \$35.98 to \$55.24 per hour, the equivalent of \$75,126 to \$115,341 per year. The Legislative Auditor will determine the starting salary (within the above salary range) based on a successful applicant's qualifications.

Minimum Qualifications

To be considered, a candidate **must submit a cover letter** and must have:

- A graduate degree in the social sciences, public policy, public health, applied economics, or another relevant field. Degree must be completed by start date.
- Strong writing skills, including experience analyzing complex information and summarizing it simply and clearly in writing.
- Demonstrated attention to detail.
- Training or experience in one or more research methods, such as:
 - Data organization and quantitative analysis
 - Interviews
 - Surveys
 - Focus groups
 - Literature reviews
- Proficiency in Microsoft programs (Word, Excel, PowerPoint).
- Experience working independently and as part of a team.
- The ability to work effectively with people who have a diverse range of perspectives.
- The ability to conduct objective, nonpartisan research on complicated and sometimes controversial topics.

Preferred Qualifications

In addition to meeting the minimum qualifications, the ideal candidate will also have one or more of the following:

- Proficiency in writing reports on public policy topics.
- Program evaluation training or experience.

- Proficiency in multiple research methods.
- Proficiency using NVivo or similar content analysis software.
- Proficiency using SNAP survey or similar survey design software.
- Proficiency using Stata, R, or similar statistical analysis software.
- Training or experience cleaning and critically analyzing large demographic, economic, and/or financial data sets.
- Training or experience utilizing sampling techniques, geographic information systems, or other specialized research methods.
- Training or experience conducting legal research.

Additional Requirements

- We will review cover letters and resumes to identify applicants meeting minimum and preferred qualifications. Selected applicants will go through an interview process and will be required to submit a writing sample, education transcripts, and employment references. At the time of the interview, we may ask applicants to respond to a writing prompt. We plan to contact applicants to schedule interviews the week of August 4, 2025.
- We will conduct background checks prior to any employment offer. Violations relevant to being an evaluator at OLA may disqualify an applicant.
- Due to the nonpartisan nature of our office, applicants with extensive prior partisan work experience may be disqualified.
- Applicants must be legally authorized to work in the United States without needing sponsorship for an employment visa (e.g., H1B status).
- This position will have the flexibility to work a hybrid schedule. The incumbent must live in Minnesota and is expected to work in the office as required.

How to Apply

Interested applicants **must submit a cover letter with their resume** through the state's [Careers](#) website. You may do this by uploading them together as a single file attachment, or uploading the cover letter separately from the resume. If you are unable to apply online or need help, please contact the job information line at [651-259-3637](tel:651-259-3637) or e-mail careers@state.mn.us.

[Intermediate Program Evaluator – Job ID 87372](#) (Posting closes at 11:59 p.m. on July 30, 2025.)

If you have job-specific questions, contact Caitlin Badger at Caitlin.Badger@state.mn.us or [651-296-1230](tel:651-296-1230). For HR-related questions, contact Penny Gomez at Penny.Gomez@state.mn.us.

Why Work for Us

Meaningful work. OLA helps to improve state government by promoting good management in state agencies and enhancing program effectiveness.

Great benefits. OLA, as part of the State of Minnesota, offers excellent [health and retirement benefits](#), as well as a strong commitment to work-life balance to help you thrive both at work and in your personal life.

OLA values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work.