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## **CLASS TITLE: Fiscal Policy Analyst, Finance, Office of the Mayor**

### **CHARACTERISTICS OF THE CLASS**

Provides support to the Chief Financial Officer regarding all aspects of financial policy and management for the City of Chicago. Manages special projects and maintains internal and external relations with City departments and stakeholders. Performs related duties as required.

### **ESSENTIAL DUTIES**

- Performs and oversees the research on current and historical revenues and expenditures, identifies trends, and prepares fiscal projections;
- Prepares and reviews fiscal reports in any necessary capacity;
- Performs in-depth analyses of fiscal liabilities & operational costs; prepares budget estimates;
- Performs and oversees the conduct of cost/benefit analyses of current and proposed programs and operations and recommends financial controls to improve cost efficiencies;
- Develops computer models to analyze data and formulates rate structures and calculates various fees for departmental programs and services;
- Drafts comprehensive reports on all matters relative to City revenues and expenditures;
- Serves as liaison and provides oversight to private consultants, underwriters, re-marketing agents, and trustees participating in the bond issue process and participants in bond closings;
- Assists in the review of consultant reports and participants in the economic analyses of proposed tax increment financing (TIF) projects;
- Assists in all aspects of the analyses related to the City's pension funds;
- Develops and maintains relationships with City agencies, community-based organizations, and community members;
- Serve on various inter-agency committees, task forces, commissions, and working groups to ensure program policies are appropriately implemented;
- Manages long-term projects and initiatives, collaborating with and convening relevant stakeholders and delivering tangible outcomes;
- Manages special projects as needed related to Mayoral initiatives and Finance projects; and
- Researches and assists in the implementation of the Mayor's financial agenda

**NOTE:** *The list of essential duties is not intended to be all-inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Bachelor's degree from an accredited college or university
- At least two (2) years of work experience **or** Juris Doctor or Master's degree in a relevant field
- Experience in either a government or nonprofit setting

### **WORKING CONDITIONS & EQUIPMENT**

- General office environment & standard office equipment (e.g., telephone, printer)

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## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

- Financial policy and management functions

### Skills

- Leadership – demonstrate willingness and ability to lead, take charge, and offer opinions and direction when necessary and appropriate
- Motivation - develop and direct people as they work
- Critical thinking – identify the strengths and weaknesses of issues and provide solutions, conclusions or alternative approaches to the issues
- Complex problem solving – identify complex problems and review related information to develop and evaluate options and implement solutions
- Active listening – give full attention to what others are saying, take time to understand the views of others, ask questions when appropriate.
- Clear written product – communicate information in writing in a clear and concise manner

### Abilities

- Negotiation – ability to bring individuals together to reconcile differences
- Strategic thinking – ability to think of long-term plans or strategies for advancement of agendas
- Judgement and decision making – ability to consider the costs and benefits of potential actions followed by the execution of decision
- Comprehend oral and written information – ability to listen, read, and understand complex information in a short amount of time

### Other Work Requirements

- Attention to detail – pay careful attention to detail and thoroughness in completing work tasks
- Initiative – demonstrate willingness to take on job challenges and responsibilities when asked
- Flexibility – be open to change (positive or negative) and to variety in the workplace
- Dependability – demonstrate reliability, responsibility, and dependability and fulfill obligations

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### THIS POSITION IS SHAKMAN EXEMPT

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

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**TO APPLY PLEASE EMAIL YOUR RESUME AND COVER LETTER TO:**

**[CONNOR.BRASHEAR@CITYOFCHICAGO.ORG](mailto:CONNOR.BRASHEAR@CITYOFCHICAGO.ORG)**