



**CLASS TITLE: Senior Policy Analyst - Water Policy, Office of the Mayor**

**CHARACTERISTICS OF THE CLASS**

The Senior Policy Analyst – Water Policy, Office of the Mayor is a two-year, grant-funded position that will work under the direction of the Chief of Policy and the Chief Sustainability Officer to promote equitable access to and responsible stewardship of water resources in Chicago. As a member of the Mayor’s Office Policy Team and the Office of Climate and Environmental Equity, the Senior Policy Analyst will manage special projects and maintain internal and external relations with City departments and stakeholders. The Senior Policy Analyst will perform related duties as required.

**SALARY:** \$81,653

**ESSENTIAL DUTIES**

1. Manage, implement, coordinate and monitor water-related policies, programs, and initiatives across City departments and communities;
2. Coordinate between the Mayor’s Office Policy Team and the Office of Climate and Environmental Equity to ensure water policy aligns with overall policy framework and operational priorities;
3. Serve as a primary liaison to the Environmental Equity Working Group, an advisory group for transparency, accountability and cross-sector coordination on shared environmental justice goals and priorities;
4. Advance water policy priorities, including but not limited to:
  - Water affordability
  - Emergency water access and restoration
  - Equity-based lead service line replacement
  - Neighborhood flooding and overflows
  - Green infrastructure
  - Water conservation and stewardship
  - Water innovation and best practices
  - Relationship and solutions development with environmental justice and water advocates
  - Funding and resource generation for water equity within city operations
5. Provide strategic guidance on equitable water initiatives funded through the Chicago Recovery Plan and other City funds;
6. Manage and coordinate special initiatives, especially strengthening assistance programs such as the Utility Billing Relief Program, with multiple departments and stakeholders;



7. Regularly seek out innovative ideas and best practices in planning, public health, environment, and related fields and incorporate them into Chicago's water policy agenda by collaborating with local and national experts, researchers and community leaders;
8. Support water-related state and federal advocacy agenda priorities;
9. Develop outcome metrics and processes for tracking citywide progress on water equity and justice;
10. Produce memos, reports, and presentations to summarize progress in implementing programs and initiatives for internal City stakeholders, as well as community and other external audiences; and
11. Other projects and responsibilities as assigned.

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

## **MINIMUM QUALIFICATIONS**

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

- Bachelor's degree with major course work in public administration, environmental policy, urban planning, psychology, social work or related field; Master's or related advance degree preferred
- 5+ years project management experience
- Excellent managerial and interpersonal skills
- Ability to work strategically and collaboratively across departments
- Effective, versatile and action oriented
- Excellent communication skills

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., computer, modems)

### **PHYSICAL REQUIREMENTS**

- No specific requirements



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

### **Knowledge**

- City and department ordinances, policies, procedures, rules and regulations
- Water policies, laws and regulations at the local, state and national level
- Water systems approaches to promote equitable access, responsible environmental stewardship and water innovation
- Interrelationships of social, cultural and economic factors as they affect water policy and public health

### **Skills**

- Leadership – demonstrate willingness and ability to lead, take charge, and offer opinions and direction when necessary and appropriate
- 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
- Data-oriented - working with public data systems and ability to extrapolate process and impact outcome measures; Experience with data collection design, data integration and data management
- 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 and ideas in writing in a clear and concise manner

### **Abilities**

- 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
- Negotiation – ability to bring individuals together to reconcile differences
- 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



**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.

**THIS POSITION IS EXEMPT FROM THE CAREER SERVICE. This position is a SHAKMAN EXEMPT POSITION. This position is funded by the Local Fiscal Recovery Funds (LFRF).**

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Individuals interested in this position should send their resume with the subject line "[NAME]: Application for Senior Policy Analyst – Water Policy" to:

Mara Heneghan  
First Deputy, Policy  
Mara.Heneghan@cityofchicago.org

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

**If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or [disabilityaccommodations@cityofchicago.org](mailto:disabilityaccommodations@cityofchicago.org). Please be prepared to provide information in support of your reasonable accommodation request.**

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

The City of Chicago is an Equal Opportunity and Military Friendly Employer

Brandon Johnson, Mayor

Kathleen Doyle, Acting Commissioner