



JOB ANNOUNCEMENT

POLICY ANALYST

City of Chicago Department of Human Resources (DHR)

DHR Overview

The Department of Human Resources serves the City of Chicago by driving best human resources practices, acting as stewards of change, and establishing and maintaining fair, equitable and transparent employment practices free of political influence. As a result, DHR plays a key role in keeping City programs and services operating efficiently and effectively.

ROLE OF THE POLICY ANALYST

The Policy Analyst will serve as DHR's Freedom of Information Act (FOIA) Officer and support various policy and intergovernmental legislation initiatives. The Policy Analyst will receive FOIA requests, review for validity and scope of request and coordinate all department responses.

ESSENTIAL DUTIES

- Receives, assesses, and responds to requests received by DHR under the FOIA
- Conducts complex research and analysis of files, records, and regulatory material to obtain requested information
- Makes recommendations for responses, drafts response letters and makes appropriate redactions of exempt information
- Utilizes judgment and discretion to apply allowable limitations on the scope of FOIA requests and avoid the disclosure of confidential or exempt information
- Participates in the review, analysis, and formulation of existing and proposed FOIA policies and procedures to ensure compliance with the law
- Serves as a liaison with internal stakeholders regarding information requested under the FOIA
- Participates in the formulation of policy on various topics related to human resources practices, and assists in managing policy and research activities and related projects
- Analyzes legislation and prepares legislative summaries to keep management abreast of new legislation and trends and provides responses to legislative proposals
- Serves on various inter-agency committees, task forces, and working groups
- Performs other duties as required or assigned

QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Journalism, Law, Business Administration, Public Administration, or a directly related field
- A minimum of three years of work experience in legal research, policy research and/or legislative research and analysis. An equivalent combination of education, training, and experience may be considered, provided that the minimum degree requirement is met

Preferred Qualifications Include

- A minimum of two years of experience representing an agency or organization in responding to FOIA requests or similar types of statutory requests
- A minimum of two years of experience conducting legal research, policy research or legislation review to ensure compliance with the law
- A minimum of two years of experience drafting legal documents, policies, procedures and/or legislative memorandums

Salary: \$72,924.00

Department of Human Resources
121 N. LaSalle St., 11th floor
Chicago, IL 60602

THIS POSITION IS A SHAKMAN EXEMPT POSITION

Interested candidates should send their resume and cover letter to the following:

Judith Marrs
Deputy Commissioner
Department of Human Resources
Judith.Marrs@cityofchicago.org

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. 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

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.

City of Chicago
Brandon Johnson, Mayor

Department of Human Resources
Kathleen Doyle Deane, Acting Commissioner