



## **JOB TITLE: Policy Analyst, Policy, Office Of The Mayor**

### **About the Administration:**

The Johnson Administration, under the leadership of Mayor Brandon Johnson, is committed to building a better, stronger, and safer Chicago where every resident and every community has access to tools and resources that enable them to thrive. Since being sworn in as the 57th mayor on May 15, 2023, Mayor Johnson has reopened mental health clinics and expanded mental health services citywide, employed nearly 28,000 young people in summer jobs and invested nearly \$80 million into youth engagement in 2024, created a place-based people-driven plan for community safety that is showing promise in downward trends in every indicator, and concentrated investments in neighborhoods experiencing high rates of violence. The administration's first year marked a landmark \$1.25 billion investment in neighborhood and economic development, substantial support for building out the affordable housing continuum while removing bureaucracy, eliminated the subminimum tipped wage, and the enactment of the most expansive paid leave statute in the country.

Mayor Johnson's administration is committed to addressing housing accessibility and homelessness, increasing access to and expanding mental health services, improving public safety by tackling the root causes of crime, and prioritizing youth employment and engagement. With a vision of safety, solidarity, and prosperity, the Mayor's Office continues to work tirelessly to create a city where every Chicagoan can thrive.

### **About the Position:**

The Policy Analyst provides strategic support to the Chief of Policy, Policy Director, and the Mayor's Office of Policy. This role is responsible for conducting research, analysis, and coordination in support of the Mayor's policy priorities and initiatives.

The Policy Analyst's core responsibilities/essential duties include:

- Conducting research and policy analysis to support the development and implementation of the Mayor's agenda and administration-wide priorities
- Assisting in the formulation of policy proposals and managing tasks related to policy development, stakeholder engagement, and project execution
- Evaluating proposed local, state, and federal legislation for potential impacts on City programs and initiatives; preparing summaries and recommendations
- Translating complex policy research and data into clear, compelling materials—such as memos, visualizations, and presentations—to communicate impact and inform decision-making
- Engaging internal departments, sister agencies, and external partners—including Alders, advocacy organizations, and community stakeholders—to inform and advance policy solutions
- Coordinating and serving on various committees, task forces, and working groups to cultivate partnerships, discuss policy needs, and shape new legislation
- Supporting drafting and advancement of legislation in coordination with internal



leadership, City Council, and other key partners

**Minimum Qualifications:**

- Graduation from an accredited college or university with a **bachelor's degree**
- **3+ years of work experience** in policy research and development, legislative research and analysis, and/or project management
- **Adaptability and initiative:** Self-starter who can adapt to emerging issues and operate with a high degree of independence and accountability
- **Problem solving:** Proactive approach to identifying emerging challenges and proposing practical, innovative solutions to advance priorities
- **Critical thinking and research:** Ability to quickly grasp new policy areas, conduct thorough analysis, and make evidence-based recommendations
- **Written and verbal communication:** Strong ability to draft memos, reports, presentations, and briefing materials for internal and external audiences, including executive leadership
- **Data interpretation and visualization:** Comfort analyzing data sets and presenting insights through clear visuals or concise summaries
- **Feedback-driven mindset:** Actively seeks feedback to strengthen analysis, improve deliverables, and contribute more effectively to team goals

**THIS POSITION IS SHAKMAN EXEMPT**

Budgeted Salary for this position: \$91,800-95,568

Our goal is to attract and retain a highly skilled workforce by providing generous healthcare and other benefits for eligible employees. [Learn more about benefits for City of Chicago employees.](#)

The City of Chicago values a diverse and inclusive workplace culture. The City of Chicago is an equal opportunity employer and we encourage candidates from all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities, to apply.

**Interested applicants should submit a resume and cover letter to [leonardo.ruiz@cityofchicago.org](mailto:leonardo.ruiz@cityofchicago.org) by Friday, May 9, 2025.**