



POLICY ANALYST

City of Chicago Office of Budget and Management (OBM)

OBM Overview

The Office of Budget and Management (OBM) is responsible for preparing and executing the City's \$16.4 billion (FY2023) annual budget and evaluating the efficiency and efficacy of all City operations by driving management initiatives that both improve the City's fiscal condition and increase taxpayer value.

ROLE OF THE POLICY ANALYST

The Office of Budget and Management is seeking an experienced individual passionate about local government finance and operations to review proposed legislation developed internally, or by external partners, the City Council, State of Illinois, or the Federal government that impact the City's budget. The Policy Analyst will serve as a liaison between OBM and the City Council and will assist the Budget Director and OBM senior staff to prepare for budget hearings. This position will craft budgetary policies related to financial best practices. The ideal candidate will have strong analytical skills and embrace coordinating with others to solve complex problems.

ESSENTIAL DUTIES

- Reviews proposed legislation from City Council, the State of Illinois, Federal government, and internal and external partners that have implications for the City's budget
- Creates, maintains, and archives tracking modules for proposed legislation
- Drafts OBM position papers on potential legislation in order to relay input to the Mayor's Office
- Develops and maintains document management systems and assists in the preparation for annual budget hearings, including coordination between City departments and the Mayor's Office
- Coordinates the development of the annual aldermanic budget book
- Serves as a liaison to members of the City Council and the Mayor's Office of Intergovernmental Affairs
- Coordinates responses to requests from Aldermen arising from annual departmental budget hearings and other City Council committee meetings throughout the year
- Conducts research and assists the Budget Director in crafting best practice budgetary policies

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

QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Public Policy, 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 conducting legal research, policy research or legislation review for fiscal impacts on state and local governments
- A minimum of two years of experience drafting legal documents, policies, procedures and/or legislative memorandums

Salary: \$76,000.00-\$84,000.00

Office of Budget and Management
121 N. LaSalle St., 6th floor
Chicago, IL 60602

THIS POSITION IS A SHAKMAN EXEMPT POSITION

Interested candidates should send their resume and cover letter to Kevin Murphy, Managing Deputy Budget Director at Kevin.Murphy@cityofchicago.org. Please submit the following materials:

- Cover letter that explains your interest in and suitability for the position
- Resume
- Writing sample (a policy, procedure, white paper, project plan/analysis, or something similar that was written in the last five years for a job task)

Applications will be accepted until the position is filled.

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