



JOB TITLE: Policy Analyst

The Policy Analyst at the Department of Business Affairs and Consumer Protection (BACP) is a vital position in BACP's leadership team responsible for spearheading new, multifaceted initiatives. As a department, BACP licenses businesses, regulates new and emerging economies like gig companies and the shared housing industry, licenses public vehicles including taxicabs and rideshare companies, enforces Chicago's landmark worker protection laws, and boasts separate departmental divisions of small business advocacy, prosecutions, enforcement, and communications.

The Policy Analyst interfaces with all facets of BACP's operations to develop and implement new policies and programs. This position also liaises with the BACP Commissioner's office to monitor and track departmental functions to inform short, medium, and long-term strategies. This position sits at the juncture of policymaking, operational strategy, and public administration in a department that has as its mandate every facet of the contemporary marketplace from workers to consumers to businesses small and large.

As a direct report to the Commissioner, this position requires superb writing skills, as well as the ability to work with quantitative data. This role is required to represent the Commissioner at inter-departmental meetings and engagement events. The Policy Analyst should have a working knowledge of City government including an understanding of administrative and regulatory processes. A master's degree in public policy, urban planning, or other field involving critical thinking, data analysis, and written communication is strongly preferred.

This position is Shakman Exempt and reports to the Commissioner and First Deputy Commissioner. Please submit a resume and writing sample to Tamara Joiner, BACP Human Resources Liaison, at 312.744.1268 or Tamara.Joiner@CityofChicago.org.

Budgeted Salary: \$71,379

Residency Requirement: All employees of the City of Chicago must be residents of the City of Chicago. Therefore, all candidates must already live within the City Limits or be willing to relocate.