

## **Analyst, House Democratic Research and Appropriations**

The Illinois House of Representatives is seeking a staff professional to fill an Analyst I (Entry Level) position supporting the delivery of services within the Office of the Speaker's Research and Appropriations Unit. This position will be located in Springfield, Illinois.

The House Democratic Research and Appropriations unit consists of the Director, along with approximately 18 analysts and support personnel. Primarily, under the supervision of the House Democratic Director of Research and Appropriations, the Research and Appropriations staff is responsible to draft and steward both the annual state appropriations budget and approximately 50% of all substantive legislation introduced during the legislative session. As such, House Democratic Research and Appropriations analysts draft legislation, analyze policy issues, monitor parliamentary procedure during the committee process, and work closely with all House Democratic members to advance the members' individual and collective caucus interests.

### **Generally: The Research and Appropriations Unit**

The Research and Appropriations Unit is the non-legal department of the Office of the Speaker of the Illinois House of Representatives. At the direction of the Speaker, the Chief of Staff, and the Director of Research and Appropriations, our team assists the elected democratic members of the Illinois House of Representatives to achieve their substantive legislative and annual appropriations goals. As such, analysts within the Research and Appropriations Unit develop wide-ranging competencies inherent and vital to the legislative process. Such skills prove essential to competitive and successful careers in public service.

### **Essential Responsibilities: Analyst, House Democratic Research and Appropriations**

An analyst within the House Democratic Research and Appropriations unit must adeptly digest, quickly and accurately, large volumes of fiscal and policy data in order to assist the House Democratic members to enact effective public governance. This process begins with the analyst assisting in the drafting of proposed legislation. House Democratic Research and Appropriations analysts work closely with members, the Issues Unit, and lawyers in the Legislative Research Bureau (LRB) to draft legislative proposals into bill form. Thereafter, analysts steward legislation through the entire committee and House Floor action process. Moreover, analysts work with legislative members (and other House staff) to ensure that legislative committees function smoothly – to include providing guidance on committee procedure. In addition to providing this assistance, analysts also work closely with caucus members, other staff, lobbyists, and constituents to respectfully answer questions and provide assistance regarding issues found in House member districts. Finally, House Democratic Research and Appropriations unit staff are also directly responsible for the analysis of the Governor's proposed budget – and the crafting of any unique House Democratic caucus budget proposals.

### **Minimal Qualifications**

Applicants for the Analyst I position must:

- Possess a bachelor's degree from an accredited university;
- Demonstrate good Communication Skills (written and oral);
- Capably work within Microsoft Office (especially Excel);
- Possess the basic math and logic skills necessary to understand and analyze budgets; and
- Work comfortably with individuals from varied and diverse backgrounds, including those with differing political views.

### **Expectations of the Ideal Analyst**

The ideal House Democratic Research and Appropriations analyst candidate will demonstrate:

- An ability to quickly digest and summarize complicated issues (e.g., legislation) in a single page document;

- Competency collecting sufficient background and in-depth information to answer detailed questions regarding substantive legislation;
- Firm orientation toward detail, along with a demonstration of strong organizational, multi-tasking and prioritization skills;
- Comfort working in a fast-paced environment with frequent and changing deadlines;
- Initiative in handling additional duties (as assigned), and to assist co-workers in a “team environment”; and
- Flexibility in scheduled work hours (including late nights and weekend hours).

**Salary Range:**

- Minimum of \$37,000; Full-time position; compensation based on experience and education
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>)
- Participation in State Employees’ Retirement System
- Optional participation in health savings account and deferred compensation programs
- Competitive vacation, sick, and personal time

**For Further Information or to Apply**

Interested applicants should email a resume, cover letter, short writing sample (no more than 3 pages), and three references to:

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