

**Now
Hiring**



**QUALIFIED APPLICANTS SHOULD
SUBMIT A RESUME AND CONTACT
INFORMATION FOR THREE
PROFESSIONAL REFERENCES TO:**

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Human Resources Director
Illinois House of
Representatives
Office of the Speaker
Room 419, Stratton Building
Springfield, IL 62706
plassiter@hds.ilga.gov

Policy and Budget Analyst I

OFFICE OF THE SPEAKER ILLINOIS HOUSE OF REPRESENTATIVES

The Policy and Budget Unit is responsible for drafting the annual state budget, as well as analyzing and drafting substantive legislation. Analysts draft legislation, analyze policy issues, monitor parliamentary procedure during the committee process, and work closely with all House Democratic members to advance their individual and collective caucus interests.

RESPONSIBILITIES:

- Digest, quickly and accurately, large volumes of fiscal and policy data in order to assist the House Democratic members;
- Conduct legislative research;
- Research and prepare memos and bill analyses;
- Advise members in negotiations and debate;
- Work closely with members, House staff, and attorneys in the Legislative Reference Bureau (LRB) to draft legislative proposals into bill form;
- Work with legislative members (and other House staff) to ensure that legislative committees function smoothly – including providing guidance on committee procedure;
- Work closely with caucus members, other staff, lobbyists, and constituents to respectfully answer questions and provide assistance regarding issues found in House member districts; and
- Conduct analysis of the Governor's proposed budget; and
- Analyze state agency budget requests and schedule appropriations hearings.

REQUIRED QUALIFICATIONS:

- Bachelor's degree;
- Strong written and verbal communication skills, including the ability to quickly digest and summarize complicated issues (e.g., legislation) in a single page document;
- Ability to work in an unpredictable work environment and the willingness to work long hours, when needed;
- Professional demeanor and the ability to adapt, communicate and work with different or difficult personalities;
- A demonstrated interest in state government, politics and policy, current affairs, public service or non-profit work, particularly in Democratic politics;
- Competency in Microsoft Office (especially Excel and Word) and Google Workspace;
- Basic math skills to include basic formula functions;
- A firm orientation toward detail, along with a demonstration of strong organizational skills; and
- Ability to prioritize and complete assignments in a fast-paced environment with frequent deadlines.

WORK ENVIRONMENT:

- Work is performed in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the complex is provided by Illinois Secretary of State Police.
- The working environment on session days can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with others and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm. Hours are subject to change during Session.
- Occasional weekends may be required.
- Some travel may be required.
- This role is not eligible for remote or hybrid work.

COMPENSATION:

- Minimum of \$49,000, 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; and
- Competitive vacation, sick, and personal time.

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