

A black and white sign with the words "Now Hiring" in a bold, sans-serif font. The sign is rectangular with a thin black border.

Policy and Budget Deputy Director

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, prepare analyses of legislation, monitor parliamentary procedure during the committee process, and work closely with all House Democratic members to advance their individual and collective caucus interests. The Policy and Budget Deputy Director assists the Director in managing a staff of approximately 18-20 analysts and support personnel.

RESPONSIBILITIES:

- Assist the Director in coordination, assignment and review of Analysts' work product, including editing analyses for standardization, clarity, accuracy and grammar;
- Coordinate with Operations Manager and Assistant Operations Manager to ensure the Director is adequately prepared for weekly bill review with the Speaker of the House, senior staff, and the leadership team, including ensuring bill analyses and tracking charts are timely and complete;
- Collaborate with the Director and Senior Leadership team, as appropriate, to develop and advance policy initiatives and goals of the Office;
- Conduct weekly meetings with Analysts and brief Director regarding Committee/Unit activities, including progress on projects/initiatives;
- Serve as the initial point of contact for member inquiries for research projects and provide direction, guidance, and feedback to Analysts on the creation and dissemination of subsequent Unit materials including bill and research analyses, and budget documents;
- Staff consequential, critical and/or sensitive legislation assigned to the Unit through the Committee process, principally for the Executive Committee;
- Facilitate and manage weekly meetings with appropriations chairs and respective staff to ensure proper preparation for appropriations bill negotiations; and
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree minimum required;
- Master's-level coursework preferred;
- 3 years of supervisory experience required;
- Experience in large scale budgeting, with a strong preference for candidates with experience in state-level budgeting, federal level budgeting, or municipal-level budgeting;
- Prior management-level experience working for the federal government, a state government, or a municipality preferred;
- Confident decision-making and strong leadership skills;
- A commitment to an unpredictable work environment and the willingness to work long hours when needed around the legislative session;
- Ability to work effectively and accurately in a fast-paced, detail-oriented environment;
- Strong verbal and written communication skills, particularly in explaining complicated concepts in an accurate and concise manner;
- Demonstrated ability to plan and carry out budgetary preparation, analysis and management;
- Professional demeanor and the ability to adapt and work with different or difficult personalities;
- Ability to build consensus; and
- A demonstrated interest in state government, politics and policy, current affairs, public service or non-profit work, particularly in Democratic politics.

WORK ENVIRONMENT:

- Work is largely performed in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the Capitol Complex is provided by Illinois Secretary of State Police.
- The working environment 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 staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm on non-session days and 8:00 am to 7:00 pm on session days. Hours are subject to change. Weekend hours, particularly during the legislative session, are expected.
- This position is not remote-eligible.
- Some travel may be required.

COMPENSATION:

- Competitive salary with a minimum of \$85,000;
- 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 with immediate service credit;
- Optional participation in health savings account, employee assistance program and deferred compensation programs; and
- Competitive vacation, sick, and personal time.

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

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

The Office of the Speaker of the Illinois House of Representatives is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, military discharge, national origin, ancestry, ethnicity, disability, sexual orientation, marital status, pregnancy, or any other characteristic protected by federal or state laws.