



# Chicago Metropolitan Agency for Planning

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## Policy & Programming Associate Policy Analyst (APA122017) December 2017

**Job Category:** Associate  
**Experience Required:** Minimum 2 years  
**Salary Range:** \$54,000 to \$66,933

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an Associate Policy Analyst to conduct research and analysis related to land use, housing, and transportation, and other topics to support development and implementation of the agency's regional plan. CMAP is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new long-range comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) for more information, and details regarding benefits are at [www.cmap.illinois.gov/about/careers#benefits](http://www.cmap.illinois.gov/about/careers#benefits).

### Position Description

The ideal candidate for this position will demonstrate a broad base of knowledge about the interactions between infrastructure, land use, public policy, and overall regional economic vitality. This position will contribute to finalizing the ON TO 2050 plan, implementation of the plan once adopted, contribute to transportation programming, and assist in other policy analysis. The Associate Policy Analyst will assist or be responsible for quantitative and qualitative analysis across a range of topics to help finalize and implement ON TO 2050.

Following the adoption of ON TO 2050 in October 2018, the policy analyst will assist in research and analysis related to the plan's implementation. Potential projects may include: analysis of emerging state and federal legislation and regulations, tracking regional trends and transportation performance measures, evaluating the interaction between transportation investments and the regional economy. Tasks will include managing research, collecting and analyzing data, producing reports and issuing briefs, and regular communication and coordination with the agency's partners. This position also monitors and provides direction regarding federal, state, and local public policy.

Across these projects and tasks, the policy analyst will be expected to emphasize the recommendations of GO TO 2040 and the refinements identified for ON TO 2050. Preference will be given to those who possess strong technical skills with strengths in managing research and collecting and analyzing data, and communicating these findings in writing and verbally to a broad range of audiences. All candidates should demonstrate an interest in the complex challenges addressed by long range planning.

## Responsibilities

- **Support agency projects** that analyze transportation, freight, land use, infrastructure, economic, and other relevant public policy issues facing northeastern Illinois and identify regional scale challenges and opportunities.
- **Collect and analyze data** on transportation, demographic, land use, economic, and other regional trends. The applicant should have strong quantitative skills, and a creative approach to problem solving.
- **Write reports, policy updates, and issue briefs** that explain data trends, synthesize qualitative analysis, and relate their potential impact on changes in federal, state, or local public policy.
- **Engage stakeholders** through project-specific interviews, presentations to relevant CMAP committees, and participation in regional groups, where appropriate.

## Knowledge, Skills and Abilities

- Demonstrated understanding and/or interest in the complex connections between transportation, development, public policy, and the metropolitan economy.
- Ability to apply empirical evidence toward practical purposes, superior research and quantitative skills, and take creative approaches to problem solving.
- Excellent writing skills and the ability to communicate effectively on issues of public policy and planning.
- Ability to manipulate and analyze large data sources in spreadsheets, databases, and GIS, generate findings from these data, and communicate results to a non-technical audience.
- Demonstrated ability to lead complex research projects and produce reports and issue briefs that are factual, original, compelling, and persuasive.
- Demonstrated effective communication and interpersonal skills and an ability to complement existing projects via independent or team-based work.
- Familiarity with the governance structure in northeastern Illinois is desired.

## Education and Experience

An undergraduate degree in Public Policy, Economics, Public Administration, or a related field is required; a Master's degree is strongly preferred. A minimum of two years of relevant prior work experience in a research-driven policy, planning, or analytical role is required. Proficiency with Microsoft Office Suite, with adaptability to other software. Demonstrated skills with databases, spreadsheets, and Arc/GIS geographic information systems.

## How to Apply

Please submit cover letter, résumé, and writing sample via the web at [www.cmap.illinois.gov/about/careers](http://www.cmap.illinois.gov/about/careers). Please refer to **Job Code (APA122017)**.

## Posting End Date

This posting will close on January 31, 2018 5:00 p.m. CST. All applications must be completed and submitted within that timeframe.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.*