

## **JOB ANNOUNCEMENT**

**Organization: City of Chicago**

**Website: [CityofChicago.org/CAREERS](http://CityofChicago.org/CAREERS)**

**Job Title: Senior Budget Analyst (Office of Budget and Management)**

**Number of Positions: 3**

**Salary: \$62,448/Annually**

**Job Posting Dates: April 13, 2017 – May 3, 2017**

**(To be considered, all applicants must apply at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers).)**

The City of Chicago Office of Budget and Management is seeking a Senior Budget Analyst who under supervision, performs at the fully functioning level supporting the preparation and administration of the city's annual budget, and performs related duties as required.

Duties include:

- Evaluates moderately complex budget requests from operating departments for the establishment of new positions and new or expanded programs and services
- Analyzes annual budget submissions from medium sized departments and recommends the allocation of funding based on spending caps, priorities, and departmental initiatives
- Provides technical assistance to staff in operating departments engaged in the preparation of budget estimates for corporate and grant-funded programs and services and equipment purchases
- Analyzes current and past spending patterns and forecasts revenue in order to make recommendations for budget appropriations
- Monitors the disbursement of departmental appropriations identifying deficiencies, recommending budgetary controls and ensuring compliance with funding requirements
- Advises departmental personnel on regulations governing the financial management of grant-funded programs
- Approves or denies requests for fund transfers between accounts ensuring account balances are sufficient to meet financial obligations
- Conducts independent management studies to evaluate the efficiency and effectiveness of city programs and recommends changes where needed
- Prepares status reports of budgetary activities and special projects
- Analyzes cost information from operating departments requesting emergency or supplemental grant funding, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

Location: Office of Budget and Management  
121 N. LaSalle, Suite 604, Chicago, IL 60602

Shift: Days

Hours: 8:30-4:30pm

Days Off: Saturday and Sunday

## **THIS POSITION IS EXEMPT FROM THE CAREER SERVICE**

Graduation from an accredited college or university with a Master's degree in Business Administration, Public Administration, Public Policy, Political Science, Finance, Economics, or a directly related field, plus one year of budgetary, financial analysis, legislative analysis, program evaluation, or program management experience, or an equivalent combination of education, training, and experience, provided that the minimum education requirement is met.

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

**Education & Employment Verification-** Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

**NOTE:** To be considered for this position you must provide information about your educational background and your work experience. You must include job titles, dates of employment, and specific job duties. (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

**NOTE:** You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable.

**Veterans Preference Note:** The City of Chicago offers Veterans Preference to both current, active military personnel AND military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States OR have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 to your online application which includes character of service status OR a letter from the United States Veterans Administration on official stationary stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationary verifying your active duty, length of service, and character of service in the Armed Forces of the United States AND a copy of your military ID to your online application. Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.

## **SELECTION REQUIREMENTS**

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Preference will be given to candidates possessing the following:

- Experience analyzing operations and/or programs
- Experience with evaluating budget policy, grant regulations and making recommendations
- Excel proficiency
- Experience developing cost benefit and other analysis and reconciliation for funding and budget plans
- Knowledge of project planning and management methods, practices and procedures

**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago  
Rahm Emanuel, Mayor

Department of Human Resources  
Soo Choi, Com