

## **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: \$64,320/Annually**

**Job Posting Dates: December 20, 2018 – January 13, 2019**

**(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 by analyzing historical spending patterns and future spending projections, evaluating existing and proposed programs and/or services, understanding various funding sources and cost-allocation methods, and performing other related duties as assigned.

This position may work with specific departments in one of our operating department divisions (i.e. Public Safety, Infrastructure, Regulatory, or Human Infrastructure) or be assigned to either our Grants Management Division or Performance Management Division working with various departments on specific initiatives.

Duties may include some or all of the following:

- Evaluates moderate to complex department budget requests pertinent to an assigned department portfolio or specific project set to inform and establish budgetary and programmatic recommendations; analysts assigned to an operating department division oversee the development of various department's annual budget
- Analyzes personnel and non-personnel needs to support current, new and expanded programs and services; reviews current and past expenditure trends, collective bargaining agreement provisions, available grant funding and use restrictions, contractual and professional service needs, and/or other expenditure elements specific to a department's operation or citywide expense
- Interacts on a regular basis with operating department staff to discuss, analyze, and authorize/deny various transactions that have a budgetary impact (e.g. hiring, contracts, travel, technology purchases, mobile device and data plans, equipment purchases or leases, etc.)
- Aids operating department staff engaged in the development of an annual budget request or program assessment; creates expenditure estimates/projections, assists with grant funding and cost allocation plans, evaluates user fees, develops cost benefit analyses, and/or provides support with various budget/personnel forms and budget system technical inquiries
- Monitors operating department budgets throughout the year to ensure that spending caps are balanced with the City's priorities and programmatic/service initiatives; closely monitors and evaluates elements such as department hire plans, overtime, and unanticipated funding needs
- Advises department staff on regulations governing the financial management of grant-funded programs; ensures that departments are adhering to proper budgetary controls to ensure compliance with funding requirements, including cost allocation for personnel budgeted on grants
- Analyzes cost information from operating departments requesting emergency or supplemental funding; recommends fund reallocation as appropriate ensuring account balances are sufficient to meet financial obligations
- Conducts independent studies to evaluate the efficiency and effectiveness of programs and services, and recommends change where needed; serves as a team member or leader on various project management initiatives

- Prepares and/or reviews various reports and publications on budgetary matters; conducts research to develop and/or deliver presentations, formulates topical information sheets that are informed by law, statute, other municipalities, past and present programming and/or funding, department budgets, and/or best practices

NOTE: The list of essential duties is not intended to be all 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: Week Days (Monday-Friday)  
Hours: 9:00 a.m. to 5:00 p.m.  
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:** You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable.

**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.

### **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:

- (a) Experience analyzing operations and/or programs
- (b) Experience analyzing grant revenues and expenditures

- (c) Experience with evaluating budget, grants and making recommendations
- (d) Excel proficiency
- (e) Experience developing cost benefit and other analysis and reconciliation for funding and budget plans
- (f) Experience conducting qualitative and quantitative analyses of policy, program, budgetary and management issues related to assigned program areas, and develop options for senior policymakers.
- (g) Experience working in a government setting

**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.

**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.

Please note, all positions with the City of Chicago close promptly at 11:59pm C.S.T. Applications for this position will be accepted until 11:59p.m. CST on January 13, 2019. No exceptions will be made.

**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, Commissioner