

## **Budget Analyst I, Governor's Office of Management and Budget (GOMB)**

### **MISSION STATEMENT**

GOMB prepares the Governor's annual state budget and advises the Governor on the availability of revenues and the allocation of those resources to agency programs. The Office also issues general obligations and Build Illinois bonds, manages the state's capital program, analyzes state agency programs and budgets and evaluates personnel and operating needs. The major areas of review are education, health and social services, public assistance, debt management, public safety, and the environment.

### **JOB DESCRIPTION**

GOMB is seeking to hire a Budget Analyst I. This position is a great opportunity for someone that is passionate about finance and public policy. Job duties include, but are not limited to:

- Conducting factual analysis and examining budget requests from agencies.
- Making sound recommendations and provides technical assistance on budget levels for agencies and programs, taking in to account administration priorities, availability of resources and impact on programs.
- Assisting in the negotiation of issues related to the budget or state programs, which may include reviewing, researching and recommending alternative budget strategies.
- Preparing and delivering written and oral presentations when necessary.
- Providing written comments on the fiscal and programmatic implications of General Assembly actions; preparing veto messages when needed.
- Conducting fund analysis of legislation.
- Performing fiscal, statistical and other studies and analysis as directed by the senior staff or director.
- Monitoring agency expenditure and staffing plans; review agency requests for 2% transfers and release of funds for capital expenditures.
- Preparing and monitors forecasts of state revenues and expenditures, demographic factors and programs related to the state's economy.
- Monitoring agency appropriation bills and amendments, including attending appropriation committee hearings and preparing written summaries and analysis of the issues raised
- Other duties as assigned.

Budget Analyst I reports directly to the Deputy Director, or when assigned to an Analyst II, Senior Analyst, Budget Principal or Budget Manager. The effectiveness of this position will be measured by the quality and timeliness of the research, presentation, depth of knowledge, and analysis of an agency's programs and budget. This position provides the opportunity to quickly gain knowledge and expertise in public policy, as well as leadership, budgeting, and presentation experience.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree and relevant work experience/certifications OR Master's degree in Public Administration, Business Administration, Economics, or other related fields.

The ideal candidate will possess the following skills and interests:

- A commitment to public sector involvement and to public policy issues, and an understanding of or willingness to learn the policy-making process;
- Ability to conduct sound and detailed analyses from both a programmatic and fiscal perspectives; Ability to adapt to change and work in a high-paced, fluid environment, providing accurate information frequently on very short timelines;
- Ability to handle multiple tasks, and projects while displaying high ethical standards at all times;
- Ability to interact well with agency representatives, constituents, and legislative and Governor's Office staff while building positive relationships;
- An enthusiastic approach to work, to develop appropriate areas for analysis, to identify problems before they form or to offer solutions;

## Governor's Office of Management and Budget – Job Description

- Ability to communicate clearly, briefly, and effectively often under time pressure and with competing demands;
- Ability to accommodate a broad spectrum of communication and topic experience levels with respectful customer service orientation;
- Ability to be a team player while conducting yourself in a professional and respectful manner.

### WORK LOCATION

All Budget Analysts work out of the GOMB Office located in in the WM Stratton Building in Springfield, Illinois. The building and GOMB offices are ADA-accessible.

### SALARY/COMPENSATION, BENEFITS, AND POSITION CLASSIFICATION

Monthly salary: \$4,583.00 - \$5,750.00; (Budget Analyst I starting salary is \$4,583.00/mo)

As a State of Illinois employee, you receive a comprehensive benefits package including:

- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)

Apply today to join the GOMB team!

**Submit resumes by mail, fax, or e-mail.**

**E-mail:** [jobs.omb@illinois.gov](mailto:jobs.omb@illinois.gov)

**Attention Personnel:**

603 Stratton Building  
Springfield, IL 62706

**Fax:** 217-524-4876

**Want to know what it's like working in a budget office?** The National Association of State Budget Officers has a recruitment video that introduces the career of a budget analyst and ties it to the job attributes that motivated people who chose the profession. Click [here](#) for the video.

### NON-DISCRIMINATION POLICY

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of their actual or perceived race, color, religion, national origin, ancestry, sex, age, sex, national origin, disability, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military status, or status as a disabled veteran or veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.