

BUDGETING FOR RESULTS ANALYST I

GOVERNOR'S OFFICE OF MANAGEMENT AND BUDGET (GOMB)

JOB DESCRIPTION

The Budgeting for Results (BFR) Unit seeks an Analyst with strong research, methodological, and statistical/programming skills to support applied data analytics and program assessments. The BFR Analyst will report to and be supervised by the Director of the BFR Unit.

The BFR Analyst I will contribute to data collection and cleaning and the use, development, and implementation of benefit-cost analysis statistical models. The work product of the Data Analyst will support assessment of state agency programs, the evaluation of program concepts, and the promotion of transparency of Illinois' budgetary and expenditure data.

GOMB seeks a self-directed individual able to work in a small team environment responsive to evolving requests. The BFR Analyst I must be able to engage in multiple projects simultaneously with minimal supervision. The position offers the opportunity to work directly with state agencies, leading national policy researchers, and legislative stakeholders.

Job duties include, but are not limited to:

- Managing the Illinois Performance Reporting System (IPRS) database of program specific information and data
- Coordinating logistical operations and other general staff work for the IL Budgeting for Results Commission
- Coordinating the solicitation, collection, tracking and reporting of mandate relief under the annual BFR Mandate Relief process.
- Assist in the gathering of data and analysis of regulatory mandates for the IL Sunset Act Review
- Collecting, compiling and cleaning state agency and secondary data regarding state agency programs and program initiatives;
- Assisting with, conducting, interpreting and applying literature reviews;
- Assisting with data validation to promote understanding and accuracy of work products and stakeholder engagement; and
- Articulating written results of applied models for reports and presentations for various stakeholders include state agency leadership, legislators, policymakers, constituency groups and academic researchers.

EDUCATION AND EXPERIENCE

An advanced degree in public policy, statistics or equivalent field, plus 1-2 years in practical experience is preferred. Undergraduate degree holders with sufficient practical experience may be considered.

Required education and experience includes:

- Ability to work discretely with sensitive and confidential data;
- Applied experience with effective meeting planning, facilitation, and summarizations to support of qualitative analysis and decision making;
- Academic or practical experience conducting benefit-cost analysis;
- Applied experience conducting quantitative analysis with Excel, R, Stata, EViews, SPSS or similar software; and
- Familiarity with benefit-cost modeling is strongly preferred.

In addition, a successful candidate would have the following skills and interests:

- Experience with performance management, preferably related to public sector programs;
- General knowledge about the authority of federal and/or state statutes;
- Training or professional experience in program evaluation;
- Experience with Tableau or comparable software for data presentation and reporting;
- Basic understanding of state government operations and the use of public resources through program allocations;
- Strong written and oral communication skills to effectively dialog with diverse stakeholders;
- Ability to manage multiple deliverables, articulate issues impacting scheduling, and meet agreed-upon deadlines;
- Excellent organizational skills and attention to detail.

Work location

- This position is based in Springfield or Chicago; occasional overnight travel is required.

SALARY/COMPENSATION AND POSITION CLASSIFICATION

Salary and position classification will be determined based on the level of experience when a job offer is made. Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

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

E-mail: jobs.omb@illinois.gov

Attention Personnel:
603 Stratton Building
Springfield, IL 62706

Fax: 217-524-4876

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 race, color, religion, sex, age, sexual orientations, national origin, disability, marital status, or status as a disabled 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.