

Job Opening – Legislative Analyst

The Office of the Illinois House Republican Leader is seeking professionals to fill analyst positions in the Research and Appropriations unit of the Office. The Research and Appropriations unit consists of a Director of Research and a Director of Appropriations, along with approximately 20 analysts and support personnel. General responsibilities of analysts on the Research and Appropriations staff include but are not limited to:

- Working with House Republican members to research policy propositions and, in consultation with attorneys at the Legislative Reference Bureau, draft legislative proposals into bill form
- Utilizing the Illinois General Assembly website tracking legislation throughout the legislative process, including running queries and reports
- Using a standardized template to analyze legislation and state agency budget proposals in your assigned policy/issue area, including updating analyses as legislation goes through the legislative process
- Work closely with State Agency Liaisons and Lobbyists for feedback and positions on legislation
- Staffing House Committees, which consists of preparing House Republican members for committee and monitoring parliamentary procedure
- Providing policy support to House Republican members during debate on the House Floor
- Work with House Republican members and district offices to address constituent questions and concerns

The candidate should have excellent oral and written communication skills and be able to organize their workload. Typical work hours are 8:30 am to 4:30 pm on non-session days. On session days hours are more typically 8:30 am to 7:00 pm but are subject to change and late evenings and occasional weekends may be required.

Requirements:

Qualified candidates for the Analyst position must possess the following:

- Bachelor's degree from an accredited institution of higher education Proficiency using Microsoft Office, particularly Excel, Word, and Outlook
- Excellent reading comprehension skill and ability to distill complex policy and budget proposals into brief summaries
- Attention to detail and problem solving skills
- Self-sufficiency and strong organizational skills with the ability to multi-task

We offer a competitive salary based on experience, as well as the recently expanded State of Illinois benefits package which includes access to a defined benefit plan, deferred compensation plan, and health/dental/vision insurance, health savings account, and vacation/sick/personal days.

Interested applicants should send a resume and cover letter to:

Illinois House Republican Leadership
HR Fiscal Office
401 South Spring Street, Room 623
Springfield, IL 62706
HRFiscal@hrs.ilga.gov
(217)782-2041