

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

JOB DESCRIPTION

The Governor's Office of Management and Budget is seeking to hire a Budget Analyst I. The Budget Analyst I will be based in the main office in Springfield, IL. This position is a great opportunity for someone that is passionate about finance and public policy. Job duties include, but are not limited to:

Under the supervision of a Deputy Director, a Budget Analyst I, the general duties and responsibilities include the following:

- Examines and analyzes budget requests from agencies.
- Makes 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.
- Assists in the negotiation of issues related to the budget or state programs, which may include reviewing, researching and recommending alternative budget strategies.
- Prepares/delivers written and oral presentations when necessary.
- Provides written comments on the fiscal and programmatic implications of General Assembly actions; prepares veto messages when needed; monitors agency appropriation bills and amendments.
- Does fund analysis of legislation.
- Performs fiscal, statistical and other studies and analysis as directed by the senior staff, or director.
- Monitors agency expenditure and staffing plans; review agency requests for 2% transfers and release of funds for capital expenditures.
- Prepares and monitors forecasts of state revenues, and expenditures, demographic factors and programs related to the state's economy
- Performs other duties as may be assigned. Any one position may not include all the duties listed above.

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.

EDUCATION AND EXPERIENCE

A Master's degree in Public Administration, Business Administration, Economics, Finance, Accountancy or Public Policy is desirable, or a Bachelor's degree in above areas or supplemented with appropriate work experience.

The ideal candidates 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 a fiscal perspectives;
- Ability to work in a high-paced, fluid environment, providing accurate information frequently on very short timelines;
- Ability to handle multiple tasks, and projects;
- Ability to interact well with agency representatives, constituents, and legislative and Governor's Office staff;
- Pro-active 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 Posting

- Ability to communicate clearly, briefly, and effectively verbally or in writing, 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.

WORK LOCATION

All Budget Analysts work out of the GOMB Office located in Springfield, Illinois.

SALARY/COMPENSATION AND POSITION CLASSIFICATION

Salary and position classification will be determined based on the level of experience when a job offer is made.

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.