

JOINT COMMITTEE ON ADMINISTRATIVE RULES

ILLINOIS GENERAL ASSEMBLY



Rules Analyst

The Joint Committee on Administrative Rules (JCAR) is seeking a staff professional to fill a Rules Analyst position supporting the research and analytical services within JCAR's Rules Review Division. This position will be located in Springfield, Illinois.

General

The Rules Review Division assists all members appointed to the Joint Committee on Administrative Rules in reviewing and analyzing all existing and proposed administrative rules. The Rules Review Division conducts complaint investigations, public act reviews, research projects and any other special projects as requested by JCAR members or the Executive Director. To carry out these responsibilities, analysts must be efficient communicators, understand the rulemaking and legislative process, and develop a wide knowledge of State government functions, all of which are essential for a successful career in public service.

Essential Responsibilities

Analysts will: review and summarize key policy issues presented in a rulemaking; confirm compliance with any applicable enabling statute and the Illinois Administrative Procedure Act; research legislative history; and ensure a rulemaking's text is well written, understandable and complete. An analyst must adeptly digest, accurately and at times quickly, large statements of complex policy and supporting and opposing arguments, in order to provide JCAR members with a complete and objective summary of a rulemaking. Analysts work closely with administrative agencies, public commenters, lobbyists, and JCAR colleagues to fully understand the contents of a rulemaking, including its practical implications and economic impact. Analysts monitor rulemakings throughout the rulemaking process to ensure compliance with the procedural requirements of Illinois Administrative Procedure Act.

Preferred Qualifications

- Bachelor's degree.
- Competency in Microsoft Office.
- Excellent writing and reading comprehension skills. This skillset includes the ability to quickly digest and summarize complicated issues (e.g., rulemakings) clearly and concisely into a one-page document.
- Good research skills. This skillset includes the ability to independently identify and comprehend relevant State and federal laws and rules, proposed State and federal legislation, administrative law, and other relevant background information.
- Firm orientation toward detail. This skillset includes recognizing and correcting written style inconsistencies and proofreading.
- Ability to multitask.
- Ability to work with individuals from varied backgrounds, including those with differing political views.
- Ability to work independently, including managing workflow and meeting deadlines.

Salary and Benefits

- Minimum \$40,000; full-time position with compensation based on individual qualifications and experience.
- Health benefits (dental, vision, prescription) and life insurance. For details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in the State Employee's Retirement System.
- Optional participation in flexible spending accounts, deferred compensation plans, and commuter savings program.
- Competitive vacation, personal, and sick time.

Applications

Interested applicants may mail or email a cover letter, resume, short writing sample, and three professional references to:

Kim Schultz
Executive Director
Joint Committee on Administrative Rules
700 Stratton Building
Springfield, IL 62706
jcar@ilga.gov

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