



COOK COUNTY, ILLINOIS

Tax Policy Analyst - Opportunity in Chicago

The Cook County Office of the President is seeking a Tax Policy Analyst to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Under the direction of the Director of Tax Policy, assists in policy research and development. Contributes to the development of memoranda and recommendations relevant to state and local government and community stakeholders. Assists with property tax data collection, policy development, policy analysis, and policy presentations. Responds to requests from policy lead, community agencies, and the public for subject matter population data and reports. Develops and implements policy and provides recommendations concerning inefficient procedures to develop more effective work methods. Assists with the development and implementation of strategic plans while providing administrative support to the Director and any working groups established to assist in the areas of assessment and tax policy.

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation's first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County's Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.

- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennial Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorist, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits
- Competitive Base Pay

Post Offer testing:

This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY’S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT. PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[EXECUTIVE ORDER 2021-1](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 9584
Job Title: Tax Policy Analyst
Salary Grade: 22
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 1010
Position I.D. 0132595
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Director of Tax Policy, assists in policy research and development. Contributes to the development of memoranda and recommendations relevant to state and local government and community stakeholders. Assists with property tax data collection, policy development, policy analysis, and policy presentations. Responds to requests from policy lead, community agencies, and the public for subject matter population data and reports. Develops and implements policy and provides recommendations concerning inefficient procedures to develop more effective work methods. Assists with the development and implementation of strategic plans while providing administrative support to the Director and any working groups established to assist in the areas of assessment and tax policy.

Key Responsibilities and Duties

Assists in the development and implementation of tax and assessment policy strategic planning.

Researches and develops policies and programs to support Cook County tax and assessment priorities.

Manages special projects that support county-wide priorities.

Works with county departments to align work plan items for organizational efficiency.

Reports on the status of county-wide priorities and goals.

Tracks and reports data/input from staff and stakeholders regarding recommendations for policy research, including presenting recommendations that may be presented for amendments or repealed.

Assists in developing, analyzing, reviewing, and writing policy recommendations regarding

national, state, and local tax policy issues.

Assists in analyzing amendments and alternatives to develop positions regarding state and federal legislation and tax initiatives.

Works with senior staff to test and analyze data and support the production of reports, maps, and tables in response to internal and external data requests.

Provides background research on issues relevant to new or ongoing Property Tax related projects.

Participates in scoping discussions with issue-area stakeholders.

Develops Property Tax related content and materials for external and internal distribution.

Supports Director and working groups, including attending and scheduling meetings, preparing agendas, collateral material, etc.

Knowledge, Skills and Abilities

Ability to gain knowledge of the County property tax system, including governing laws, valuation practices, and applicable operational administration with the ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Experience presenting policy options and research to large or high-level audiences.

Ability to work with a variety of people, including policymakers and governmental officials.

Critical thinking, analytical, writing, and communication skills. Ability to develop, coordinate and implement programmatic changes.

Communication skills coupled with ability to clearly articulate through written document. Excellent organizational skills.

Ability to plan, organize, coordinate, multitask and prioritize under pressure with minimal supervision.

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree, **PLUS** a minimum of three (3) years of experience in property tax assessments, property tax appeals, property valuation, property tax policy making, analysis or policy data collection **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Graduation from an accredited college or university with a bachelor's degree in Political Science; Public Policy; or related industry.

Experience developing working relationships with public officials, agency employees, community organizations and the public.

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.