

Job Title: LOANS OPERATIONS ANALYST

Job Requisition ID: 52637

Closing Date: 03/09/2026

Agency: Department of Commerce and Economic Opportunity

Class Title: EXECUTIVE II - 13852

Skill Option: None

Bilingual Option: None

Salary: Anticipated Starting Salary \$6,589 monthly; Full Range \$6,589 - \$9,541 monthly

Job Type: Salaried

Category: Full Time

County: Sangamon

Number of Vacancies: 2

Bargaining Unit Code: RC062 Technical Employees, AFSCME

Merit Comp Code:

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

*****PLEASE UPLOAD A COPY OF YOUR UNOFFICIAL COLLEGE TRANSCRIPTS FOR VERIFICATION OF COURSEWORK*****

Why Work for Illinois?

Working with the State of Illinois is a testament to the values of compassion, equity, and dedication that define our state. Whether you're helping to improve schools, protect our natural resources, or support families in need, you're part of something bigger—something that touches the lives of every person who calls Illinois home.

No matter what state career you're looking for, we offer jobs that fit your life and your schedule—flexible jobs that provide the gold standard of benefits. Our employees can take advantage of various avenues to advance their careers and realize their dreams. Our top-tier benefits and great retirement packages can help you build a rewarding career and lasting future with the State of Illinois.

Position Overview

The Illinois Department of Commerce and Economic Opportunity (DCEO) is seeking to hire a Loan Operations Analyst to support Illinois' loan programs including those funded through the State Small Business Credit Initiative (SSBCI) program. The Office of Entrepreneurship, Innovation & Technology (OEIT) supports entrepreneurs through a variety of programs providing access to capital for small businesses. This position will be responsible for supporting the administration and operations of DCEO's Advantage Illinois Participation Loan and Loan Guarantee Programs. The position will focus on supporting the program's funding operations; monitoring and compliance; data management; reporting including state and federal requirements; and micro- and macro-level analysis. This role will help provide low-cost capital loans to eligible businesses in Illinois to support businesses as they establish and grow, create and retain jobs, and spur economic development. We invite qualified applicants to apply for the position of Loan Operations Analyst to help provide equitable and fair access to capital to businesses in Illinois.

Essential Functions

- Assists in the preparation and administration of loan enrollments and loan payments/ funding following the policy and procedures under the Financial Review Unit.
- Assists in the monitoring and obtaining of loan repayment information and ensuring compliance with contract terms from lenders, loan recipients and their owners, managers, and guarantors.
- Assists in managing program data and supports the fulfillment of compliance and reporting requirements.
- Performs evaluations and analysis of projects, loans, program operations, and the program's loan portfolio.
- Evaluates the eligibility of credit proposals submitted to the Department.

- Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

Minimum Qualifications

- Requires knowledge, skill and mental development equivalent to completion of four (4) years of college, preferably within courses in business or public administration.
- Requires two (2) years of progressively responsible administrative experience in a public or business organization.

Specialized Skills

- Requires two (2) years of progressively responsible experience within the past 10 years working with financial, credit or loan documents such as loan applications, promissory notes, loan closing documents, and/or underwriting documentation.
- Requires two (2) years of professional experience within the past 10 years performing credit analysis, lending operations, or financial services activities.

Preferred Qualifications

- Prefers two (2) years of progressively responsible experience within the past 10 years working with financial, credit or loan documents such as loan applications, promissory notes, loan closing documents, and/or underwriting documentation.
- Prefers two (2) years of professional experience within the past 10 years performing credit analysis, lending operations, or financial services activities.
- Prefer two (2) years of experience working with grant, accounting, financial analysis, or loan management systems and software.
- Prefer two (2) years of financial or data analysis experience, which may include managing financial data, aggregating information, and providing written and oral reports to management and stakeholders.
- Prefer one (1) or more years of experience in monitoring performance standards, implementing compliance controls, and conducting quality reviews including but not limited to financial auditing.
- Prefer four (4) years of college with concentration in one or more of the following fields: accounting, finance, business, business administration, statistics, mathematics, econometrics, or economics.
- Prefer two (2) years of experience in budgeting, grant or loan administration.

Conditions of Employment

- Requires completion of a background check and self-disclosure of criminal history.
- Requires appropriate, valid driver's license.
- Requires the ability to travel in the performance of duties, with overnight stays as appropriate.

The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

Work Hours: Monday - Friday, 8:30 AM - 5:00 PM

Headquarter Location: 1020 S Spring St, Springfield, Illinois, 62704

Work County: Sangamon

Agency Contact: CEO.HR@illinois.gov (FOR INQUIRIES ONLY - INTERESTED APPLICANTS MUST APPLY ONLINE)

Posting Group: Leadership & Management

This position **DOES** contain "Specialized Skills" (as that term is used in CBAs).

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com