

Division of Intergovernmental Relations Program and Policy Analyst - Advanced

Position Summary

Under the general direction of the Intergovernmental Services Team Leader, this position is to serve as a Program and Policy Analyst Advanced. This position is responsible for a broad range of activities: outreach and general staffing assistance to the Intergovernmental Services Program Manager; project coordination and assistance in administrative activities of the Wisconsin Land Information Program (WLIP) and Comprehensive Planning Grant Program; and communications and special assistance to the Division Administrator.

As a member of the Intergovernmental Services Team, this position will be responsible for a variety of duties in programs that have an impact statewide. This position will have duties including the Wisconsin State Tribal Relations Initiative, the Intergovernmental Services Team facilitates consultation meetings between individual state agencies and each of the 11 Tribes of Wisconsin with the goal of improving working relationships. This position will assist in the State-Tribal Relations effort by coordinating internal activities related to the Tribal Relations Initiative, creating communications materials, maintaining web pages, working with state agencies, and working directly with Tribal government officials.

The WLIP provides over \$10 mil in annual funding to Wisconsin counties to modernize local land information systems. Wisconsin currently has \$456 billion in taxable real estate assets and tens of billions more in public properties. County land information systems provide the digital map information describing the natural, built and jurisdictional landscape, as well as digital land records necessary to protect property rights and facilitate efficient operation of the real estate market. Act 20, the biennial budget, for 2013-15 had several significant implications for the WLIP. These changes included increasing grant eligibility, increasing Land Information Fund revenue, and a directive for the Department of Administration to plan for create a statewide digital parcel map in coordination with the counties.

The Comprehensive Planning Grant Program is Wisconsin's grant program for local government comprehensive planning. The Comprehensive Planning Law currently includes a consistency requirement that states if local governments adopt new land use regulations, those new regulations must be consistent with an adopted comprehensive plan. The Program has provided grants to 1,170 local governments to complete and adopt comprehensive plans. The Program also provides a clearinghouse of adopted comprehensive plans and assistance to local governments on comp planning grant questions.

A goal of grant programs in the division is to maintain good stewardship of state dollars. This position will aid in accountability and transparency measures, such as reviewing grant applications and expenditure reporting, as well as the monitoring of compliance with other statutory and program requirements. Another goal of grant programs in the division is to work in a collaborative manner with grant recipients and stakeholders. This includes providing clear communications to the broader community, as well as working directly with grant recipient to ensure compliance with program requirements. As such, this position will require the ability to create and lead focus groups, survey and analyze verbal and written comments, and assist in the development of program strategy.

Goals and Worker Activities

50% Coordinate Project Activities for Wisconsin Land Information Program

- A. Provide grant management and communications assistance to the WLIP grant administrator
- B. Analyze ways to improve program communications and required forms
- C. Manage and serve as project coordinator and communications person for the implementation planning process for a statewide digital parcel map
- D. Partner in the creation of the plan document(s) to create a statewide digital parcel map
- E. Analyze Wisconsin's geographic information needs and priorities
- F. Coordinate WLIP with the Division of Enterprise Technology's project to create a mechanism (repository/ geportal) for aggregating and sharing of the local land information (GIS) data
- G. Coordinate WLIP and DET geospatial information activities with the UW State Cartographer's Office
- H. Analyze interests of land information stakeholders, such as land information officers, register of deeds, surveyors, emergency management coordinators, realtors, land use planners, zoning administrators, and state agency GIS personnel
- I. Advise the division administrator on the State Agency Geographic Information Committee
- J. Analyze ways in which the WLIP's investments in local land information systems and GIS data can improve quality and reduces costs for local comprehensive planning
- K. Analyze ways in which WLIP can help to make local land use regulations smarter
- L. Analyze state and local GIS initiatives in other states
- M. Promote and facilitate GIS data sharing, particularly of local GIS data-created with WLIP funding, including developing communications that describe data sharing benefits, expectations, and requirements, as well as working to overcome any barriers to data-sharing such as license agreement restrictions
- N. Act as a Liaison to address county and municipal concerns about data sharing
- O. Partner in the development and editing of the final project report for Link Wisconsin (EBM) Parcel Mapping Project to achieve goals of documenting tools and process developed to create statewide address and parcel GIS layers, identifying deficiencies in local GIS datasets so that DOA's future investments in local geospatial infrastructure (through the WLIP) could be better prioritized, and showcasing the success of this collaborative, statewide GIS project
- P. Partner in the creation of the final project report for the Version 1 Statewide Parcel Map Database Project
- Q. Partner in designing and conducting the annual WLIP survey and annual report

30% Coordinate Activities for the Intergovernmental Services Team

- A. Provide assistance to Intergovernmental Services Team Leader
- B. Coordinate internal activities related to the implementation of State-Tribal Consultation Initiative recognizing the sovereignty of the 11 tribal governments in Wisconsin.
- C. Implement facilitating communication between tribal governments and state government agencies
- D. Administer Web communication for witribes.wi.gov and Tribes of Wisconsin document, as well as the DOA web page.
- E. Serve as an assistant to the Service Award Board. Act as a liaison between the program vendors and participants on behalf of the State.
- F. Provide grant management assistance for the Management Assistance Grant and American Indian Economic Development Technical Assistance Grant as needed. Including requesting documents, analyzing applications for compliance with state statutes and auditing expenses.

- G. Create and coordinate surveys for Municipal Services, Demographic Services, and Tribal Relations programs. Analyze the results to provide guidance to program staff.
- H. Lead focus groups regarding Intergovernmental Services programs when outside stakeholders are involved in Team projects. Give summary analysis of meetings and create strategies that will lead stakeholders in a positive direction with the program tasks.

10% Assist Comprehensive Planning Grant Program

- A. Provide grant management assistance to the grant administrator
- B. Update state's library of plans from a hardcopy and CD catalogue; as well as archive and send plan documents to Wisconsin State Historical Society
- C. Assist to update inventory of local land use regulations

10% Other duties as assigned including:

- A. Perform special projects as assigned by Administrator. Projects are significant and performed on an independent basis.
- B. Perform a variety of complex assignments to strengthen the working relationship between state agencies and the federal, local or Tribal governments in the state as assigned by the division administrator, or team leader, as directed.
- C. Assist Division staff in drafting communication materials for stakeholders.

Position Description – Knowledge and Skills Required

Knowledge of Division of Intergovernmental Relations organizational structure and programs.

Knowledge Wisconsin Land Information Program statutes, administrative rule, and grant program.

Knowledge of Wisconsin Land Information Program stakeholder groups, such as Land Information Officers Network (LION), Wisconsin Land Information Association (WLIA), Wisconsin Register of Deeds Association, and State Agency Geographic Information Committee (SAGIC).

Knowledge of Tribal Relations program.

Ability to work with others in the geospatial technology sector of varying communication styles and abilities.

Knowledge of state government administrative process and legislative process.

Excellent writing and communication skills to design materials to communicate complex information and technical jargon in terms that the lay person can understand.

Ability to conduct surveys and focus groups and analyze data.

Administrative and project management skills.

Ability to analyze, plan, and coordinate the development of complex programs.

Extensive knowledge of communications and marketing strategies, practices, and methodologies.

Principles of effective project coordination, team collaboration, and leadership.

Interpersonal leadership skills. Inspires and motivates others to perform, influences actions, and works well with staff at all levels of an organization.

Excellent time management skills and the ability to handle and prioritize many different tasks and responsibilities.

Excellent command of Word, Adobe, Excel and other programs for creating documents that communicate subject matter in a concise and appealing way.

DEPARTMENT OF ADMINISTRATION DIVISION OF INTERGOVERNMENTAL RELATIONS

April 2014

