

POSITION DESCRIPTION

Position Number: 039725

BUDGET AND POLICY ANALYST – AGENCY – ADVANCED  
DIVISION OF FACILITIES DEVELOPMENT  
BUREAU OF CAPITAL BUDGET AND CONSTRUCTION ADMINISTRATION

POSITION SUMMARY

The position is responsible for the development and implementation of the State of Wisconsin Capital Budget for selected agencies and University of Wisconsin System campuses. This involves analysis of agency requests, coordination with the State Budget Office, and development of recommendations, coordination of funding sources and levels, reviewing program scheduling and design review activities of contracted architects. It includes providing recommendations for monthly and biennial funding requests submitted by agencies for approval by the Governor and the Building Commission. It also includes the evaluation of agency capital improvement plans for compliance with Building Commission priorities and policies and with the intent of the Governor and Legislature. This includes advising the Bureau Director, Division Administrator, DOA Secretary, the Governor and Building Commission members regarding budget authority, project balances and expenditure plans.

The position serves as the primary interface between DFD and assigned agencies for their capital construction needs.

Time% Goals and Worker Activities

30% A. PROVIDE CAPITAL BUDGET ADVICE AND ANALYSIS IN ORDER TO ASSIST STATE AGENCIES, THE GOVERNOR, THE BUILDING COMMISSION, AND THE LEGISLATURE IN THEIR DELIBERATIONS ON STATE CAPITAL BUDGET RESOURCE ALLOCATION.

A1. Provide assistance to the various State agencies in their preparation of budget requests. Work with agencies toward development of sound facilities management concepts which support the agency's program/activities.

A2. Represent the Division at meetings with State agencies, UW-Madison Campus Planning Committee, Board of Regents, etc.

A3. Check the accuracy of agency requests their consistency with agency long range plans and the Building Commission's policies and priorities. Work with agencies to make corrections when required.

A4. Analyze agency capital budget requests in light of that agency's stated objective and program need, and when appropriate, develop alternatives for consideration by decision makers.

A5. Based upon analysis; make recommendations to division administrators, Department Secretary, and the State Building Commission, to aid them in making decisions on agency requests.

A6. Prepare capital budget policy recommendations for consideration by the Division Administrator, DOA Secretary and Governor in support of major recommendation.

25% B. SUPPORT BUILDING PROGRAM IMPLEMENTATION TO ASSURE COMPLIANCE WITH THE INTENT OF THE BUILDING COMMISSION AND JOINT COMMITTEE ON FINANCE AUTHORIZATIONS AND TO IDENTIFY CHANGES IN THE NEED FOR AND ESTIMATED COSTS OF PLANNED AND ENUMERATED PROJECTS.

B1. Prepare the Division's recommendations for items submitted to the monthly Building Commission meetings by the various State agencies; attend the regularly scheduled meetings

of the Building Commission and its subcommittees to provide technical information and present the Division's recommendations on agenda items to the Governor, subcommittee chairs and Commission members.

B2. Re-evaluate the justification for need and cost of authorized facilities to identify changes in the authorized projects and report these to the Bureau Director and Division Administrator.

B3. Review and provide feedback on agency-prepared program statements, which describe the requirements and design characteristics of the facilities requested.

B4. Review design reports prepared by consultants for compliance with the intent of Building Commission approval of these projects.

B5. Negotiate changes in program statements and design reports with agency representatives and DFD project managers to conform to the scope of work and/or budget authorized by the Building Commission.

B6. Monitor the implementation of projects authorized by the Building Commission to determine funding priorities for the balance of funds budgeted in the biennial building program.

10% C. REVIEW AGENCY CAPITAL IMPROVEMENT PLANS FOR COMPLIANCE WITH BUILDING COMMISSION POLICIES AND PRIORITIES.

C1. Request agency capital improvement plans and review them prior to submittal of agency capital budget requests. Aid and advise agencies in improving their facility and space management techniques.

C2. Prepare an evaluation of these plans and recommendations for consideration by the Building Commission.

C3. Assist in the development of long-range facilities plans for specific institutions and work out funding and sequencing of projects for plan implementation through the capital budget

C4. Assist in implementing facilities planning studies.

10% D. ACT AS LIAISON REGARDING CAPITAL CONSTRUCTION ISSUES BETWEEN DFD AND AGENCY TENANT REPRESENTATIVES.

D1. Provide a single point of contact for customer communications on capital construction needs identification, planning and other related issues. Interface with major internal departments such as the program management group and other major stakeholders.

D2. Plan meetings with agencies to periodically assess agency needs identify issues, resolve problems.

10% E. PROVIDE STAFF ASSISTANCE TO THE BUREAU DIRECTOR, DIVISION ADMINISTRATOR AND BUILDING COMMISSION MEMBERS UPON REQUEST, AND ANSWER INQUIRIES REGARDING BUILDING COMMISSION POLICIES AND FUNDING AUTHORIZATIONS.

E1. Answer inquiries regarding Building Commission policies and funding authorizations as requested by State agency personnel and State Building Commission members.

E2. Develop contract proposals and specifications for private consultants to conduct studies for the Building Commission and/or the Department of Administration, and represent the Commission or Department in contacts with the consultant during the study.

E3. Develop new policies and procedures in-response to direction from the Building Commission, Secretary, Division Administrator or Bureau Director.

E4. Prepare special studies as requested by the Building Commission, Division Administrator, Bureau Director and the Secretary of the Department.

10% F. PROVIDE ADVICE AND ANALYSIS FOR THE SMALL PROJECTS PROGRAM IMPLEMENTATION TO ASSURE COMPLIANCE WITH PROGRAM OBJECTIVES AND WITHIN THE POLICIES AND PRIORITIES ADOPTED BY THE STATE BUILDING COMMISSION.

F1. Provide collaborative review of agency needs for projects in the small projects program, identifying and assisting with the request and approvals of projects addressing urgent maintenance and code compliance issues.

F2. Review and analyze agency requests for small projects and assure the request conforms to the requirements of the small projects program and within the policies and priorities adopted by the State Building Commission.

F3. Review and recommend for approval, denial, or modification of agency requests.

F4. Assist Capital Budget team leader with the fiscal management of funds according to the small project program's project funding priorities.

F5. Act on requests utilizing information received by agencies, review comments received from DFD technical staff and any other considerations.

F6. Review and act on agency requests for delegated authorities on projects under \$50,000.

F7. In consultation with the Bureau of Architecture and Engineering, make recommendations for project management assignment of projects in the small projects program.

5% G. PERFORM OTHER DUTIES AS ASSIGNED

**Knowledge, Skills, and Abilities:**

1. Knowledge of professional accounting and budgeting principles
2. Skill in application of financial analysis and reconciliation
3. Knowledge of principles and theory of research, policy development, planning and analysis
4. Ability to thoroughly review program scope and identify needs for small projects
5. Knowledge and experience in construction and building maintenance
6. Knowledge and experience with a variety of building design projects including building materials and cost estimating
7. Strong skill with computer software programs particularly Microsoft Office Suite (e.g., Excel, Access, Word, PowerPoint)
8. Excellent interpersonal skills
9. Written and oral communication skills
10. Knowledge of Wisconsin Statutes, federal regulations, administrative rules and directives particularly related to budgetary procedures