

**POSITION DESCRIPTION**

**IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3**

OSER-DMRS-10 (Rev. 08-2013)  
State of Wisconsin  
Office of State Employment Relations

1. Position No.	2. Cert / Reclass Request No.	3. Agency No.
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4. NAME OF EMPLOYEE

5. DEPARTMENT, UNIT, WORK ADDRESS

BPDD/SASI/DOA  
110 E. Wilson St., #219  
Madison, WI 53703

6. CLASSIFICATION TITLE OF POSITION

Program and Policy Analyst

7. CLASS TITLE OPTION (to be filled out by Human Resources Office)

8. NAME AND CLASS OF FORMER INCUMBENT

new position

9. AGENCY WORKING TITLE OF POSITION

Dementia Prevention Outreach Specialist

10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES

John Shaw, Fil Clissa, Ann Sievert, Tamara Jackson are all program and policy analysts

11. NAME AND CLASS OF FIRST-LINE SUPERVISOR

Beth Swedeen, Director of Board for People with Developmental Disabilities

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

March 30, 2015

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes  No   
IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

- Increase statewide awareness and understanding of early-onset dementia among the disability community through the design and delivery of an effective outreach and training initiative.
- Increase understanding of and effective early detection strategies in the medical community through effective outreach.
- Effectively manage the initiative's budget, including development of any sub-contracts, processing invoices, etc.

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
60%	Goal A. Increase statewide awareness and understanding of early-onset dementia among the disability community through the design and delivery of an effective outreach and training initiative.	
20%	Goal B. Collaborate with Wisconsin Alzheimer's Institute on formal training curriculum	
10%	Goal C: Coordinate with grant partners on comprehensive evaluation plan to measure success.	
10%	Goal D: Effectively manage the initiative's budget, including development of any sub-contracts, processing invoices, etc	

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

- The supervision, direction, and review given to the work of this position is  close  limited  general.
- The statements and time estimates above and on attachments accurately describe the work assigned to the position.  
(Please initial and date attachments.)

Signature of first-line supervisor \_\_\_\_\_ Date \_\_\_\_\_

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.  
(Please initial and date attachments.)

Signature of employee \_\_\_\_\_ Date \_\_\_\_\_

18. Signature of Human Resources Manager \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTE COPIES OF SIGNED FORM TO:

- P-FILE       SUPERVISOR       EMPLOYEE       CERT REQUEST COPY

## **PROGRAM AND POLICY ANALYST**

### **Alzheimer's Disease Initiative: Specialized Supportive Services**

**60% Goal A: Increase statewide awareness and understanding of early-onset dementia among the disability community through the design and delivery of an effective outreach and training initiative.**

A1. Become familiar with what other states are doing to promote awareness and provide training about dementia within intellectual/developmental disabilities populations, and incorporate successful elements into the design of Wisconsin's program.

A2. Identify advisory committee members and develop processes to advise the advisory committee on project-related activities.

A.3 Coordinate with other agencies, including Board on Alzheimers Dementia resources, Aging and Disability Resource Centers, county aging units, non-profits and health care entities that serve people with dementia, regarding program development and implementation. Meet and confer regularly with partner organizations.

A4. Develop and implement outreach, training and preventative support program plans for people with I/DD, families/guardians, coach/support staff, Special Olympic athletes and related providers.

A5. Develop resources and information/referral for the I/DD network to be culturally inclusive and developmentally appropriate in services and activities related to dementia. Specific strategies will be designed to serve Hispanic, African-American, Asian, American Indian/Tribal and Lesbian/Gay/Bi-Sexual/Transgender populations/communities.

A6. Present updates and results of this project and joint presentations with WAI at national and state conferences and local events serving both aging and developmental disability communities.

**20% Goal B: Collaborate with Wisconsin Alzheimer's Institute on formal training curriculum.**

B1. Develop multiple curricula specific to diverse audiences, including families, caregivers, the medical community and long-term care professionals.

B2. Engage in community outreach and consultation with other organizations working with people with I/DD and dementia

**10% Goal C: Coordinate with grant partners on comprehensive evaluation plan to measure success.**

C1. Engage in regular review and progress analysis with all partners. Revise and correct workplan to align with project findings.

C2. Collect all required data on program usage and outcomes, including pre/post assessment of knowledge and understanding of the issue and resources; prepare interim

and final grant reports for the project; and submit to funders in time to meet federal reporting requirements.

**10% Goal D: Effectively manage the initiative's budget, including development of any sub-contracts, processing invoices, etc.**

D1. Develop a detailed budget for the use of grant funds, including any contractual services. Re-evaluate the project budget and work plan after the first quarter and periodically thereafter, and propose amendments to BADR for approval as needed to facilitate successful project implementation.

D2. Regularly review progress with all partners. With BADR approval, amend work plans, contracts, provider agreements and budgets when needed as program implementation proceeds.

**KNOWLEDGE AND SKILLS**

1. Knowledge of the disability community: organizations, priorities and core values.
2. Demonstrated experience developing and conducting outreach efforts.
3. Demonstrated experience in developing and conducting in-person and distance trainings.
4. Demonstrated experience in events planning.
5. Demonstrated experience collaborating with multiple stakeholders.
6. Excellent written and oral communication skills.
7. Ability to prioritize and handle multiple tasks independently.
8. Excellent organizational skills.
9. Ability to work well with a variety of organizations while representing the perspective of BPDD.
10. Ability to work effectively on a team.
11. Demonstrated experience developing and administering evaluation tools.
12. Knowledge of computer technologies (database, spreadsheet, word processing and presentation software) used for issue development, management, reporting and evaluation.