Director, State Prosecutors Office Position Number: 315434
Department of Administration

Under the supervision of the Administrator of the Division of Enterprise Operations, DOA, this Director position is responsible for administration of the District Attorney program. The position's responsibilities include: 1) budget development and management of legislative and policy goals within the resources allotted; 2) fiscal and program administration; 3) policy and procedure development and implementation; 4) employment relations and personnel activities; 5) facilitation of information technology development; 6) representation of the State Prosecutors Office to public and private entities; and 7) related duties and special assignments.

Time % Goals

30% A. BUDGET DEVELOPMENT AND MANAGEMENT.

A1. Develop the system and documentation by which all District Attorney offices develop and submit biennial budget requests, including training of District Attorneys and their staff.

A2. Prepare the formal District Attorney program budget submission to the Governor.

A3. Provide guidance and representation on behalf of the District Attorney program to the State Budget Office, Governor, Legislative Fiscal Bureau and Legislature throughout the biennial budget process.

A4. Advise and train District Attorneys and their staff on the substantive and procedural requirements of s. 13.10 and s. 16.505/.515 position and funding requests.

A5. Prepare formal analyses of all requests received for use by the State Budget Office and Legislative Fiscal Bureau and respond to all Gubernatorial, Legislative and public inquiries during the decision process.

25% B. ADMINISTRATION OF FISCAL AND PROGRAM RESPONSIBILITIES.

B1. Develop and maintain fiscal control systems and procedures to monitor the $48 million annual District Attorney program budget.

B2. Develop the annual operating budget for the State Prosecutors Office.

B3. Develop and maintain position and vacancy control systems and procedures.

B4. Develop and maintain salary-setting systems and procedures to assure that all elected and Deputy and Assistant District Attorneys' salaries are set in accordance with the requirements of the State Compensation Plan.

B5. Prepare fiscal notes and written and verbal analyses of legislation affecting the District Attorney program, including recommending formal positions and amendments, to the Governor

as requested by the State Budget Office. Testify before Legislative Committees and provide written testimony for use by the DOA Secretary, the Division Administrator and others.

B6. Semi-annually prepare information needed for county fringe benefit reimbursement and Milwaukee County clerical reimbursement payments.

B7. Annually prepare and submit salary and fringe benefit supplement requests to the State Budget Office.

B8. Oversee budget, expenditure, personnel and reporting activities related to District Attorney office grants.

B9. Maintain accurate District Attorney e-mail lists for the Department of Administration and the Department of Justice.

B10. Provide administrative oversight of the appointment of special prosecutors. This responsibility includes: 1) develop policy, procedures and forms; 2) establish review procedures; 3) advise District Attorneys, judges, special prosecutors and others on policy and technical questions; 4) request additional information from judges and special prosecutors as appropriate which will allow the determinations of the appropriateness of a claim; 5) monitor payments and project annual fiscal needs; and 6) develop and provide recommendations to the Division Administrator for any needed responses to special prosecutor fiscal needs that go beyond the available budget.

B11. Determine and implement all ongoing activities needed to achieve and maintain full compliance with the Legislative Audit Bureau's workload analysis directives, including determining the relevant workload data as the underlying statutes evolve, and devising and maintaining the specific technical approach to integrating all of the needed data into a finished analytical result.

B12. As needed update the District Attorney financial and position information, monitor it for accuracy and work with the Bureau of Financial Management and the State Budget Office to make any needed corrections.

25% C. REPRESENT THE DISTRICT ATTORNEYS PROGRAM TO PUBLIC AND PRIVATE ORGANIZATIONS AND INDIVIDUALS.

C1. Liaison with the Wisconsin District Attorneys Association to obtain its input into the District Attorney program biennial budget including policy, legislative and position recommendations and incorporate in the biennial budget request as appropriate.

C2. Maintain close liaison with the President of the Association of State Prosecutors.

C3. Represent the District Attorney program to the Wisconsin District Attorneys Association as a member of its Executive Board and act as a liaison between the Secretary of DOA and the President of the WDAA.

C4. Represent the District Attorney program to state Legislative Committees, individual state legislators, legislative agencies (e.g., Legislative Council, Legislative Audit Bureau, Legislative Fiscal Bureau, etc.).

C5. Represent the District Attorney program to the Director of State Courts and related court agencies (e.g.; Circuit Court Automation Program, Court data system, etc.).

C6. Represent the District Attorney program to other executive branch agencies (e.g., DCF, DOJ, DHS, DWD, DOC, SPD, DOT, ETF).

C7. Represent the District Attorney program to federal and county elected and appointed officials (e.g., county executives, county administrators, corporation counsels, child support payment administrators, county budget agencies, county personnel agencies, etc.).

C8. Support the DOA Secretary's Office and District Attorneys in representing the program to electronic and print news media personnel.

10% D. ASSISTANT DISTRICT ATTORNEY EMPLOYMENT RELATIONS AND PERSONNEL ACTIVITIES.

D1. Act as lead DOA staff for reviewing compensation plan provisions pertaining to District Attorneys and Deputy and Assistant District Attorneys.

D2. Provide advice on discipline, grievance and employment relations matters to elected and deputy District Attorneys upon request, drawing upon the resources of DOA as appropriate to each situation.

D3. Represent DOA as a member of the DOA Team in all formal and informal grievance and arbitration processes that arise.

D4. Represent DOA and specific elected District Attorneys to the Association of State Prosecutors on individual employment relations matters to assure that due process procedures are followed. Seek to mediate all personnel issues so more formal and expensive dispute resolution mechanisms such as arbitration or a lawsuit against the state as an employer may be avoided.

D5. Advise District Attorneys on the provisions of the Employment Relations Administrative Code including layoff procedures and the rights of those in layoff status as new openings arise.

D6. Request staffing for a vacancy and assist with recruiting activities.

5% E. FACILITATION OF THE INFORMATION TECHNOLOGY (IT) SYSTEM FOR THE STATE PROSECUTORS PROGRAM.

E1. Provide programmatic advice and assistance to the Administrator of the Division of Enterprise Technology and the Director of the District Attorney IT (DA IT) program regarding the IT needs of prosecutors from a system-wide perspective and from the perspective of the

program information needs of the Division of Enterprise Operations, State Prosecutors Office and Executive and Legislative budget staff.

5% F. PROVISION OF STAFFING FOR RELATED DUTIES AND SPECIAL ASSIGNMENTS.

F1. Advise and assist District Attorneys to improve administrative techniques.

F2. Advise District Attorneys, the Administrator of DEO and the Secretary of DOA on management improvement activities related to the state prosecutors program.

F3. Carry out special duties and assignments as directed.

Knowledge, Skills, and Abilities

- Knowledge of policy and operations requirements of a state prosecutor system
- Knowledge of operating budget development and monitoring
- Ability to interpret and explain statistical and financial reports
- Knowledge of modern management concepts including organizational and performance management
- Knowledge of personnel management techniques and methods
- Ability to work in a management team environment
- Strong interpersonal skills
- Excellent conflict resolution techniques
- Effective communication skills, both oral and written
- Excellent process analysis and improvement skills
- Strong organizational and multi-tasking skills
- Strong computer skills to include the Microsoft Office Suite (Outlook, Word, Excel)
- Skill in complex policy research and written analysis
- Knowledge of public policy development at the local, state and federal level as it relates to a state prosecutor system
- Extensive knowledge of public administration principles and processes
- Skill in evaluating and solving complex and controversial governmental issues