

Position Description
Executive Policy and Budget Manager

Position Summary

Supervise a staff of three to four analysts responsible for budget and policy development, analysis and implementation, and legislative analysis of the health and insurance function program area. Oversee fiscal note, bill analysis, administrative rule, organization change and federal grant application process. Agency assignments are Department of Health Services; Department of Military Affairs; Department of Veterans Affairs; Board on Aging and Long-Term Care; Board for People with Developmental Disabilities; Office of the Commissioner of Insurance; Health and Educational Facilities Authority; University of Wisconsin Hospital and Clinics Authority; and BadgerCare; Bioterrorism; Birth to Three; Driver Surcharge; E-Health; Emergency Medical Service; Family Care; Food Share; Health Insurance Risk Sharing Plan; Intergovernmental Transfer Program; Local Government Property Insurance Fund; Medical Assistance; Affordable Care Act; Nursing Homes; SeniorCare; Supplemental Security Income; and Women, Infants and Children Issues on the Health Services and Insurance Team.

This position also has expertise in the complex issues surrounding the Medical Assistance program, estimation of program caseloads and compliance with federal requirements. In addition, this position serves as the expert on the federal Affordable Health Care Act, subsequent federal reforms, and the issues related to compliance by the state and the health care and insurance industries in Wisconsin.

Perform highly responsible and difficult administrative budget policy and management analysis work; responsible for budget policy and development of highly complex and diversified programs in a large functional grouping of agencies with major and fundamental statewide impact; work independently subject only to administrative consultation with the administrator and department head; and make decisions on extremely sensitive major public policy issues.

Goals and Worker Activities

<u>Time %</u>	<u>Objectives and Tasks</u>
45%	A. Plan, coordinate and administer budget and policy development. A1. Supervise the development of potential executive budget policy proposals including the preparation of issue papers which provide conceptual background for these policy recommendations. A2. Review and develop budget and policy items related to health care and insurance issues to assist the budget director, Secretary and Governor in providing cost-effective approaches to complying with federal health care laws and reforms, and meeting the health care needs of Wisconsin's citizens. A3. Supervise the analysis of agency budget requests and the preparation of the executive budget recommendations. A4. Supervise the preparation of recommendations for executive vetoes and the drafting of the veto message.

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- A5. Participate in the development of policies and procedures relating to budget development and implementation.
- 25% B. Oversee budget implementation for assigned agencies to ensure that the intent of the Governor and Legislature is carried out within the agencies' budgeted appropriation and position levels.
 - B1. Work directly with staff in the assigned agencies to develop procedures, policies and rules that meet the intent of the Governor and Legislature and either retain compliance with federal requirements or meet criteria to obtain waivers from federal requirements, as well as provide the most efficient and cost-effective approaches to providing health care assistance to Wisconsin's citizens.
 - B2. Supervise to control expenditures through the allotment process and expenditure balance reports.
 - B3. Supervise to control the authorized level and use of positions.
 - B4. Supervise to maintain the accuracy of the state's computerized budget information system.
 - B5. Supervise the review of federal grants as well as agency contract proposals and recommendations on these to the Governor.
 - B6. Supervise the review of requests to create or delete federal and program revenue positions.
- 15% C. Represent the Department of Administration and Governor at legislative hearings or other meetings. Supervise the preparation of bill analyses and the review of fiscal notes.
 - C1. Represent the department and Governor at formal and informal legislative hearings and other meetings on the executive budget.
 - C2. Represent the department and Governor at legislative hearings or other meetings on legislation other than the executive budget.
 - C3. Represent the department and Governor before public groups, organizations or committees on the executive budget or other legislation.
 - C4. Keep informed of proposed or pending legislation.
 - C5. Review bill analyses and fiscal estimates prepared by analysts.
 - C6. Coordinate the bill analysis and fiscal estimate workload.

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- 15%
- D. Formulate expected accomplishments of analysts, evaluate performance and assist analysts in their day-to-day activities. Supervise and/or provide staffing on special assignments.
 - D1. Train new analysts on assigned policy areas.
 - D2. In conjunction with analysts, coordinate work plans and activities.
 - D3. Conduct formal performance evaluations of analysts at least annually and provide ongoing evaluation of analysts' work.
 - D4. Settle grievances of analysts and initiate disciplinary actions when needed.
 - D5. Coordinate development and implementation of statewide personnel and employment relations policies.
 - D6. Supervise and/or analyze proposed agency reorganizations.
 - D7. Supervise and/or conduct special evaluations of agency activities and policies.
 - D8. Supervise the preparation of Governor's/Secretary's responses to general correspondence.
 - D9. Participate in the recruitment and hiring of new analysts.
 - D10. Supervise and/or carry out special assignments.
 - E. Advancement of equal opportunity and affirmative action principles in the operations of the unit and the management of employees.
 - E1. Uphold federal and state equal opportunity laws by recognizing and taking active steps to eliminate work unit discrimination based on an employee's protected status (e.g., race, religion, gender, marital status, sexual orientation, arrest or conviction record, age, political affiliation, national origin or ancestry, creed, disability, or membership in the national guard, state defense force or any other reserve component of the military of the United States or this state).
 - E2. Plan, develop and implement specific short and long-term AA/EEO goals for the work unit to increase the number of AA target group members employed in the unit.
 - E3. Work with each employee to develop a career development plan that identifies training and advancement opportunities that may encourage the retention of the employee.
 - E4. Actively contribute to the department's efforts to attract, employ and advance affirmative action target group employees in permanent, part-time and

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limited term employment. Coordinate these efforts for the work unit in cooperation with division staff, the human resources coordinator and personnel specialists in the bureau of personnel.

- E5. Review and implement division, bureau and work unit AA/EEO policies and procedures relating to the hiring, training, advancing and evaluating of all work unit employees.
- E6. Provide information on AA policies and procedures to staff, concerning agency AA/EEO goals, harassment and discrimination policies, and training and advancement opportunities.

Knowledge, Skills and Abilities

1. Excellent knowledge of public sector budget principles and practices;
2. Well-developed and demonstrated knowledge of quantitative and qualitative analysis methodologies and ability to perform complex fiscal and legislative analysis;
3. Demonstrated skills in complex problem solving;
4. Excellent knowledge of research principles and techniques;
5. Demonstrated ability to comprehend and summarize a variety of complex written documents, including state statutes and administrative rules;
6. Advanced communications skills including speaking, writing and interacting with others;
7. Tolerance for ambiguity, stress and short deadlines, and the ability to assist and support others under these circumstances;
8. Ability to plan, prioritize, oversee and complete multiple tasks in a timely manner, with an attention to detail and focus on accuracy;
9. Ability to establish and maintain effective working relationships with colleagues, management, etc.;
10. Effective supervisory skills, including knowledge of equal employment opportunity and affirmative action principles; and
11. Well-developed skill in computer software programs, particularly the Microsoft Office Suite and enterprise resource planning systems.