

## **PROGRAM AND PLANNING ANALYST-ADVANCED**

### **Position Summary**

Under the general supervision of the Assistant Deputy Secretary, this position provides direct service and support to the DOA Secretary's Office. This position performs a variety of analytical activities, with the primary responsibilities including: review and analysis of proposed legislation having an effect on the DOA's policy and program objectives; develop strategies to obtain passage of DOA legislative proposals; prepare or coordinate testimony, reports and information to be provided to the Legislature; analyze legislative proposals and contribute to the production of fiscal estimates; develop and maintain an department retrieval system on legislative and policy issues; develop and maintain effective working relationships with legislators, state agency officials, interest groups, government organizations and DOA staff; prepare periodic reports to management on legislative activity; answer legislative inquiries about DOA and constituent issues; prepare or assist in preparing group presentations for DOA staff. This position works closely with the State of Wisconsin Director of Federal Relations and all DOA divisions in the organization, development and implementation of the responsibilities.

### **Goals and Worker Activities**

**40% A. Provide policy, fiscal and administrative analysis, develop policy recommendations, and initiate responses in legislative policy areas with the Legislature, other state agencies, the Governor's office, the State of Wisconsin Director of Federal Relations and others.**

- A1. Review and analyze current and proposed legislation for consistency with and effect on department policy and program objectives.
- A2. Assess future programmatic and fiscal impacts of proposed legislation.
- A3. Coordinate the analysis of proposed legislation. Recommend department positions and appropriate action.
- A4. Brief Secretary's Office regarding upcoming hearings on legislation affecting the department, recommend action, and prepare or coordinate preparation of testimony on specific legislation involving DOA programs.
- A5. Participate in strategies to obtain passage of DOA proposals and provide information to management regarding status of proposals and actions necessary .
- A6. Monitor the status of DOA proposals through the legislative process and provide periodic reports to management.
- A8. Provide information and supporting documentation as needed to legislators and legislative support staff to demonstrate need for DOA initiatives and elicit support for proposals.
- A9. Participate in the development of fiscal estimates.
- A10. Coordinate development of social and financial impact statements.
- A11. Analyze DOA impacts from administrative rule-making actions. Attend hearings and recommend follow-up activities as appropriate.
- A12. Advise the Governor's Office and the State Budget Office of the department's position on relevant bills and prepare bill analyses as requested by DOA.
- A13. Track relevant legislation with other states or Washington DC and provide updates to the Secretary's Office as needed.

- 25% B. Develop and maintain a department retrieval system on legislative and policy issues; disseminate information department-wide.**
- B1. Develop an in-depth reference system on department policy, program and legislative issues. Monitor/track specific legislation.
  - B2. Develop and maintain reference center on pertinent legislative issues, including code books, Federal Registers, statutes, and official technical publications.
  - B3. Periodically prepare legislative updates to inform department employees of legislative activities.
  - B4. Participate in DOA meetings and provide oral and written reports on legislative matters.
- 25% C. Coordinate timely and credible responses and technical assistance to the Legislature and legislative services agencies, professional associations and citizen groups regarding department policies.**
- C1. Provide information about department programs to legislators and legislative staff as requested.
  - C2. Assist legislative offices in answering constituent Issues.
  - C3. Inform appropriate divisions of session acts that affect the department and necessitate administrative action.
  - C4. Attend legislative hearings and coordinate department appearances.
  - C5. Monitor department compliance with the state lobbying law.
- 10% D. Maintain professional and regulatory proficiency through appropriate training, seminars, meetings and literature review.**
- D1. Represent the department on task forces or committees established by other agencies as requested by the Secretary's Office; monitor program, policy and legislative developments put forth by other agencies as they affect DOA programs.
  - D2. Prepare materials for presentation by DOA staff. Participate if requested.
  - D3. Develop and maintain a complete knowledge base of regulatory issues nationwide.
  - D4. Develop and maintain a complete knowledge base of all aspects of the state's legislative process.

### **Knowledge, Skills and Abilities**

1. Extensive knowledge of program planning principles.
2. Ability to work effectively and independently.
3. Highly effective written communications skills
4. Highly effective oral communications skills
5. Considerable knowledge of and ability to conduct complex project management and program planning
6. In-depth knowledge of policy research, analysis and development.
7. In-depth knowledge of principles and practices of public administration.
8. In-depth knowledge of concepts, techniques and approaches in government policy implementation
9. Considerable knowledge of state and federal legislation affecting Wisconsin.
10. Considerable knowledge and ability to use data resources.