

Position Description

**Program and Policy Analyst**

**Working Title: State Building Commission (SBC) Recording Secretary and Analyst**

Position Number: 11014

POSITION SUMMARY

This position reports directly to the Division Administrator and serves as the Recording Secretary to the State Building Commission. This position is responsible for scheduling, composing, and distributing materials to the Building Commission members and staff each month. In addition, this position assists in the development and analysis of the biennial \$1 billion Capital Budget. This position has an extensive amount of public contact, conveys information and materials to the Governor's Office and staff, legislators, external stakeholders, and customers. This position also coordinates the open records request process for the division and performs special projects for Division Administrator and Advisor to the Administrator. This position also serves in a back-up capacity to oversee: the contractor certification program, single prime bidding and contracting activities, and MBE/DVB contract participation. This position requires excellent customer service skills and the ability to work effectively as a team member. The position frequently corresponds with executives, members of the legislature, and the public.

Time % Goals and Worker Activities

**40% A. Serve as the Recording Secretary for the State Building Commission. Develop the monthly Building Commission agenda and minutes. Coordinate Building Commission activities and schedule briefings.**

- A1. Notify agencies of project request deadlines. Initiate and draft the State of Wisconsin Building Commission (SBC) agenda and briefing materials each month based on state agency requests and submittals, debt management issues, and reports. Determine the accuracy and appropriateness of the funding sources required for agency requested projects. Verify funding totals for accuracy. Work with Division Administrator, BCBCA Director and budget analysts in developing the agenda and minutes. Proofread agenda for grammar, formatting, consistency, and plain language.
- A2. Coordinate between agency and in-house staff for completion of the agenda in a timely manner. Schedule briefings with division management, the Secretary's Office, Building Commission members, and the Governor's Office. Work with agency representatives and budget analysts to correct mistakes and resolve problems.
- A3. Set and coordinate schedule for SBC meetings, subcommittee hearings, and legislative briefings.
- A4. Develop and post official SBC meeting notices to ensure compliance with the open meetings law.
- A5. Assemble and proofread agendas for complete accuracy. Distribute agendas to SBC members, staff, agencies, and post the agenda on the website prior to the meeting.
- A6. Control and update distribution lists to ensure up-to-date and accurate information can be conveyed to members and interested parties via email.
- A7. Act as Recording Secretary for the State Building Commission. Attend all meetings, monitor proceedings, and provide necessary duties at both Subcommittees and Full

Commission meetings.

- A8. Compose official minutes of actions taken at SBC Subcommittees and Full Commission meetings. Develop, distribute, and post SBC minutes on website.
- A9. Organize and control the file of official SBC meeting minutes and records to ensure all SBC actions are accurate, up-to-date, and accessible. Manage and maintain database of SBC actions.

**40% B. Assist in the development and analysis of the biennial Capital Budget.**

- B1. Provide assistance to the Administrator, BCBCA Director, budget analysts and state agencies in preparation of agency Capital Budget requests and recommendations. Review agency requests for accuracy, consistency with agency long-range plans, Capital Budget Instructions, and Cost Estimating Guidelines. Work with capital budget analysts and agencies to make revisions and resolve issues.
- B2. Analyze agency Capital Budget requests in light of objectives, program needs, and Administrator priorities. Provide alternatives and recommendations for decision makers including the Administrator, DOA Secretary, Governor, and State Building Commission.
- B3. Assist in the development of the biennial Capital Budget as follows:
- In January of the even years, assist in the development of and disseminate the Capital Budget Instructions to all state agencies. These documents include cost estimating guidelines, program statement development guidelines, and budget instructions.
  - In the spring of the even years, work with BCBCA Director to coordinate training sessions for agency representatives regarding the composition of capital budget requests.
  - In the summer of the even years, review and analyze 6-year plans submitted by assigned agencies and compare them to previously submitted plans to ensure alignment and continued responsible planning.
  - In the fall of the even years, review and analyze all capital budget requests and non-state grants received as submitted in accordance with §13.48(4). Begin process to consider requests for possible inclusion in the Capital Budget.
  - In November of the even years, assist in the preparation of briefing documents for meetings with the Executive Budget Office, DOA Secretary, and the Governor various policy and executive staff.
  - In winter of the odd years, compile, edit, and publish the Capital Budget Agency Requests document in accordance with §13.48(6) for public distribution. Assist in preparation of documents for additional executive budget briefings on the agency requests received and enumeration targets.
  - In February-March of the odd years, edit and publish the Governor's Capital Budget Recommendations document for distribution and executive action by the SBC. This document includes agency request items and various executive action options/funding alternatives.
  - In mid-March of the odd years, assist in preparation of briefings for all State Building Commission (SBC) members and staff on the Governor's Capital Budget Recommendations.
  - In mid-to late March of the odd years, assist in preparation of at least three public meetings where SBC sub-committees and the full SBC take agency testimony and executive action on Governor's Capital Budget Recommendations. Create and distribute agenda. Act as Recording Secretary and monitor proceedings and provide necessary duties through attendance at

both Subcommittee and Full Commission meetings. Publish official minutes of SBC action.

- Per §13.48(7) of the Wisconsin Statutes, transmit the SBC Capital Budget Recommendations document to the Joint Committee on Finance (JFC) no later than the first Tuesday in April of the odd years.

**10% C. Coordinate official open records requests for the division.**

- C1. Receive and log requests from DOA Legal Office. Track duration of request and expected deadline and notify DOA Legal Office of delays.
- C2. Work with Administrator and Advisor to the Administrator to interpret requests and determine appropriate action. If records or information are easily accessible, collect information for review. When appropriate, contact division staff with instructions on collection assignments and request the time estimate to collect information. Notify DOA Legal Office immediately of time estimate and request direction.
- C3. Monitor collection progress, follow up with division staff, and notify DOA Legal Office and Administrator of delays or issues. Compile complete request and obtain approval to forward to DOA Legal.
- C4. Return completed request with time and cost estimate. Update tracking log and maintain master file of all records.

**10% D. Back-up oversight of the contractor certification program, single prime bidding and contracting activities, and MBE/DVB contract participation. Perform special projects and other duties as assigned.**

- D1. Serve in a back-up capacity to oversee the contractor certification program for the State Building Program. Act in strict accordance with Wis. Stat. §16.855. Provide assistance to contractors, analyze certification documents, and verify that all criteria complies with Wis. Stat. § 16.855. Notify contractors of certification decisions and update vendor records with certification thresholds.
- D2. In a back-up capacity, monitor the bidding and contracting process to ensure that all bid documents accurately reflect the single prime contracting provisions required by Wis. Stat. §. 16.855. Review all bid tabs and Mechanical, Electrical, Plumbing, and Fire Protection (MEP) Identification (MEPID) documents for lowest, qualified, responsible bidders. Verify all bid tabs are posted to the DFD website within 48 hours and MEPIDs are posted within 5 days of the bid date. Review all General Prime Contractor (GPC) bids to verify they have accurately included the MEP bids identified by DFD. Determine if bids are invalid and advise leadership prior to publishing on the DFD website. Review all subcontractor lists to ensure that GPCs have included the MEP subcontractors identified by DFD. Review performance and payment bonds between the GPCs and the MEP subcontractors for compliance with Wis. Stat. §16.855(14m).
- D3. In a back-up capacity, monitor the MBE/DVB participation on state construction and design consultant contracts. Analyze bids for consideration of the MBE/DVB contract award preference. Prepare background information and draft recommendation memo for BCBCA Director's review. Track MBE/DVB contract participation amounts and report progress towards achieving goals established by Wis. Stat. § 16.855(10m)(am)3.
- D4. Conduct research and collect data. Prepare reports on various division activities. Recommend solutions for improvements to the Administrator. Research may include contact with agency divisions, other agencies, vendors and/or consultants, and trade associations.

## **Knowledge and Skills**

- Excellent oral and written communications skills
- Knowledge and experience with computer systems and programs including: Microsoft Outlook, Word, PowerPoint and Excel
- Excellent analytical and problem solving skills
- Highly organized with good time management skills
- Ability to multi-task and prioritize various issues and projects
- Proofreading, proper grammar, punctuation, and formatting skills
- Ability to establish and maintain good working relationships with agency staff, department leadership, legislators, and the public
- Comfortable working in an environment with a high degree of political sensitivity and discretion
- Ability to exercise independent judgment