

**POSITION SUMMARY:**

Under general supervision of the Land & Water Resources (LWR) Bureau Director, this position serves as a professional program and policy analyst for the Bureau of Land & Water Resources with an emphasis on Bureau-wide policy, operations, and resource analysis. This position will assist the Bureau Management Team with decision making, which requires an in-depth understanding of Bureau programs and operations and the state's administrative rulemaking process.

The LWR Program & Policy Analyst is responsible for planning and assessing the effective execution of services provided by the Land & Water Resources Bureau. This includes providing support to programs such as Farmland Preservation, Conservation Reserve Enhancement Program, Conservation Engineering, Nutrient Management, Commercial Nitrogen Optimization Pilot Program, Producer Led Watershed Protection Program, and Land and Water Resource Management Plans.

This position serves as a lead coordinator working with staff and management to implement key aspects of the Bureau's five-year strategic plan. Work includes coordinating policy and program assignments from initial concept through implementation, including the ongoing evaluation of programs, policies, or services. This position plays a lead role in assisting the Bureau with cross-program coordination, integration, evaluation, and team management and stakeholder engagement. This person will work with program staff and management to identify resource needs and recommend options for optimizing, allocating, and acquiring resources. As needed, this position will assist program staff and the Bureau Management Team with day-to-day delivery of essential services.

**Goals and Worker Activities:**

**20% Goal A: Provide policy analysis, program planning, and management of complex projects and Bureau budget and fiscal functions.**

- A.1 Initiate, monitor, and manage complex and high-profile land and water resources issues involving policy analysis, development, and implementation with the Office of the Secretary, other divisions, and Bureau-wide program areas, including conservation program compliance, grants, and nutrient management.
- A.2 Serve on technical and policy committees that may impact the Bureau, Department, or program function and represent the Department at meetings or other events pertaining to the position's area of responsibilities.
- A.3 Lead or facilitate teams of local, state, and federal agencies, agricultural producers, industry professionals, and other stakeholders for the purpose of ensuring that diverse perspectives are evaluated as part of policy development processes.
- A.4 Provide analysis on fiscal matters, including support for biennial budget initiatives, based on Bureau Management Team decisions and directives.
- A.5 Evaluate and coordinate proposed budget actions and biennial budget outcomes.
- A.6 Perform other duties as assigned.

**30% Goal B: Manage the Bureau's administrative rules, including ATCP 48, 49, 50, 51, and 52, including coordination, research, drafting, presentations, and implementation.**

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- B.1 Evaluate current rules for effectiveness, current standards, technical updates, and corrections. Track needed updates, and monitor statutory changes, standards updates, and partner agency rule changes to determine when rule changes may be appropriate.
- B.2 Work with program staff to analyze and recommend rule changes. Coordinate with Bureau staff in developing rule language and drafting rulemaking documents.
- B.3 Draft scope statements, economic impact, environmental assessments, regulatory flexibility analyses, proposed and final rule orders, notices, memos, cover letters, and all other documents required during the rulemaking process with assistance from appropriate Bureau staff.
- B.4 Provide coordination for technical and advisory committees and coordinate hearings and other meetings, with assistance from appropriate Bureau staff, to solicit public and stakeholder input on rulemaking. Represent the Bureau at DATCP Board meetings, public hearings, and meetings.
- B.5 Coordinate with the Office of the Secretary and legal staff, including review and approval as needed.
- B.6 Manage all written and electronic rulemaking materials, including website and communications.

### **35% Goal C: Lead the analysis, assessment, and evaluation of Bureau operations and programs, implementation of recommendations, and management of changes.**

- C.1 Plan, coordinate, and conduct activities to evaluate and analyze Bureau program accomplishments and effectiveness. Recommend program or policy modifications to the Bureau Management Team in coordination with program staff.
- C.2 Working with the Bureau Director and other members of the Bureau Management Team, identify and implement tools and strategies to improve program tracking, function, and delivery.
- C.3 Working with the Bureau Director and other members of the Bureau Management Team, coordinate implementation of operations and resources goals in the Bureau strategic plan.
- C.4 Working with the Bureau Liaison, evaluate county program efforts, including development of the annual survey to capture resource inventories, program implementation, tracking activities, and conservation practice data.
- C.5 Develop and implement an audit process for Bureau operational activities and functions. Coordinate development and revisions of policy and procedure documents.
- C.6 Research and analyze opportunities to enhance land and water conservation implementation efforts, including processes, procedures, data and resource needs, and workflow, and make recommendations to the Bureau Management Team.

### **15% Goal D: Provide technical, IT, and communications assistance to the Bureau.**

- C.1 Serve as the Bureau liaison with the Bureau of Information Technology, coordinating and managing issues associated with Bureau technology and databases.
- C.2 Coordinate development and maintenance of SharePoint site for Bureau programs and documents, and coordinate or deliver trainings for staff.
- C.3 Assist with Bureau communications planning and delivery.
- C.4 Coordinate and maintain the Bureau's Records Disposition Authorizations (RDAs) to ensure that they are current for all Bureau programs and functions.

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- C.5 Other duties as assigned by the Bureau Director to assist in effective management of Bureau resources.

#### **Knowledge, Skills and Abilities Required by the Position:**

- A. Knowledge of the principles, methods, and practices related to research and policy analysis, strategic planning, work planning, program management and evaluation, and project management.
- B. Extensive skill in written and verbal communication techniques and how to apply them efficiently and effectively.
- C. Strong leadership skills and considerable ability to coordinate group or team activities, engage in problem solving, and work effectively with diverse groups and individuals.
- D. Demonstrated ability to function effectively in a team and collaborative environment.
- E. Strong interpersonal skills and the ability to develop networks with a variety of stakeholders, including partner agencies, non-profit organizations, industry stakeholder groups, and agricultural producers.
- F. Skilled with big picture thinking, understanding abstract concepts and thinking in terms of whole systems and complex interrelationships. Experience synthesizing large, disparate bodies of information.
- G. Experience managing understanding, implementation, and acceptance of change within an organization or program, including motivating others to seek opportunities and innovate approaches when addressing change related issues.
- H. Knowledge of programs and legal requirements pertaining to land and water conservation, local planning and regulation, and government agencies that administer agriculture and natural resources related programs.
- I. Knowledge and experience with the principles, methods and practices related to land and water conservation, nonpoint pollution control, and rural land use planning and farmland protection.
- J. Knowledge of the state legislative, budget, and administrative rulemaking processes.
- K. Knowledge of and ability to apply the provisions of Wisconsin Statutes related to land and water conservation issues (e.g. chapters 71, 91, 92, 93, and 281, Wis. Stats.).
- L. Skilled in using Microsoft Office software (SharePoint, Excel, Word, Teams, OneDrive, PowerPoint).

**PHYSICAL DEMANDS:** There may be periodic physical demands placed on an incumbent of this position, due to occasional field activities

#### **SPECIAL REQUIREMENTS:**

1. In-state travel and occasional out-of-state travel may be required; when travel occurs, work may entail extended work hours or occasional overnight stays.
2. Valid driver's license; the ability to provide one's own transportation for work purposes.