



MADISON, CITY OF (WI)  
invites applications for the position of:  
**Common Council  
Legislative Analyst**

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**SALARY:** \$26.74 - \$31.73 Hourly  
\$2,072.23 - \$2,459.03 Biweekly  
\$4,489.83 - \$5,327.90 Monthly  
\$53,877.98 - \$63,934.78 Annually

**COMP. GROUP/RANGE:** 18/08

**JOB TYPE:** Perm Full Time

**DEPARTMENT:** Attorney

**OPENING DATE:** 05/07/12

**CLOSING DATE:** 05/25/12 11:59 PM

**GENERAL DESCRIPTION:**

**RESIDENCY IN DANE COUNTY IS REQUIRED FOR THIS POSITION.**

This is responsible professional research and analytic work in support of the Common Council and its alders. The incumbent will perform various assignments in support of the Common Council President, Common Council committees, and Common Council members as required. The work may involve utilizing a wide array of available resources, and coordinating with City staff, staff from other governmental bodies, and other private entities, as appropriate. Under the general supervision of the City Attorney or Deputy City Attorney, and the direction of the Common Council, the incumbent is expected to exercise independent judgment in completing diverse projects and assignments.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

Gather, assemble and report information to the Common Council on diverse policy and budgetary matters. Utilize various research and reporting techniques in providing quality information for Council consideration.

Utilize appropriate research strategies (e.g., internet, library and structured interviews) to solicit information requested by the Common Council President, Council committees, or individual Council members. Contact City agencies, external governmental agencies, or private entities to gather information regarding proposed policies

Work with City staff, community groups, or constituents in soliciting or clarifying information relevant to policy issues.

Author policy papers, prepare written and oral reports and findings, and identify policy options, as requested.

Conduct research and summarize findings.

Under the direction of the City Attorney, draft ordinances, resolutions, and other supporting program documents.

Attend meetings of the Common Council and its various subcommittees to provide information on research policy issues or issues pending before the Common Council.

Perform related work as assigned.

## **MINIMUM QUALIFICATIONS:**

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

Thorough knowledge of the principles of public administration, especially as it relates to a Mayor / Common Council structure. Thorough knowledge of diverse research and analytic techniques. Working knowledge of municipal budgeting. Ability to perform research into policy matters, including using tools such as Westlaw, Lexis, and similar search engines. Ability to gather, assemble, and report narrative and financial information relevant to policy determinations. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical and quantitative analyses, and to conduct research. Ability to interpret collective-bargaining agreements, ordinances, and other policies and procedures. Ability to conduct interviews and solicit pertinent information. Ability to communicate effectively both orally and in writing. Ability to independently prepare, present, and defend analytic findings. Ability to work independently and exercise judgment in interpreting and completing assignments. Ability to prioritize work assignments. Ability to develop and maintain effective working relationships with co-workers, other City staff, and the public. Ability to prepare and/or coordinate the preparation of tables, maps, graphs, spreadsheets, and charts for visual presentations. Ability to attend numerous meetings outside of regular work hours, including evenings and weekends. Ability to maintain adequate attendance.

### **Training and Experience:**

Two years of related professional experience performing research and policy development or evaluation in a legislative or governmental agency. Such experience would normally be gained after graduation from an accredited college or university with a four year bachelor's degree in the Liberal Arts, Public Administration, Journalism, Finance, Urban Studies or a closely related field. Possession of a Masters Degree in Public Policy, Urban Planning, Political Science, Public Administration, or a Law degree may be substituted for the experience requirements. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

### **SPECIAL REQUIREMENTS:**

Ability to meet the transportation requirements of the position.

Incumbents will be expected to attend meetings outside regular work hours, including evenings and weekends.

### **Physical Requirements:**

Work is generally performed in an office setting using equipment such as a computer, telephone, copier, etc. The incumbent may be expected to visit other governmental agencies/entities while conducting policy research.

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It is the applicant's responsibility to list all related jobs, correct dates of employment, number of hours per week, etc. Be sure to place the complete job title on your application. If you wish to provide additional or supplemental information, please provide a resume in addition to the formal application. If the applicant is still employed please indicate this. Failure to provide accurate and complete information may result in not being considered for this position.

All applicants are notified of the status of their application in each selection process. Those applicants invited to exams will receive notice of the date, time, and location. Alternate exam dates/times are not available except in the case of an emergency. Emergency situations are reviewed on an individual basis. Conflicting work hours is not considered an emergency. Exams are job specific and are developed based on the duties to be performed and the criteria listed under Knowledge, Skills and Abilities section of the job announcement. Study guides for general Civil Service exams may be available at the Public Library. Exam results will be available within 3-4 weeks. Due to the volume of exams given by our office, exam scores will not be available by the telephone. Thank you for your cooperation.

As an employer, the City of Madison places a strong emphasis on customer service and strives to provide a working environment where: Diversity and differing opinions are valued; Creativity is encouraged; Continuous learning and improvement is fostered; Teamwork and open and honest communication is encouraged; Meeting customer needs through quality service is a common goal. Come join us in this effort!

APPLICATIONS MAY BE FILED ONLINE AT:

Position #2012-00085

210 Martin Luther King Jr., Blvd.  
CCB Rm 501  
Madison, WI 53703  
608-266-4615

[hr@cityofmadison.com](mailto:hr@cityofmadison.com)

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### Common Council Legislative Analyst Supplemental Questionnaire

- \* 1. This position requires extensive knowledge of research strategies and techniques (e.g., internet, library and structured interviews) to solicit information requested by both individual Common Council members and Common Council committees. This involves gathering, assembling, and reporting diverse policy and budgetary information to the Common Council. Please provide details of your training and/or learning experiences (including dates, employers, and job titles you may have held) that would make you an ideal candidate for this position. If applicable to your background, please specifically address experiences significant to the development and/or evaluation of legislative policies. By checking this box, you acknowledge that your response to this question is required and must be submitted as an attachment to the application with a maximum length of one (1) page.
- Acknowledgement
- \* 2. In one page or less, write the executive summary of a policy memo in response to ONE of the following three options listed below. Please note that you are not expected to be familiar with any of the suggested policy areas; the expectation is for you to conduct research, identify key elements, and respond in a succinct manner. (Option A) What policies or programs can cities put in place to increase the energy efficiency of the buildings they own, both new and existing? Of particular interest is how these policies and programs can be paid for. (Option B) Please research U.S. Cities that have either, implemented, or plan to implement, a bus rapid transit (BRT) system. What are the important distinctions between a standard bus system, a BRT system, and a streetcar or light rail system? (Option C) Recently, many cities have begun to utilize city-related smart phone apps. How are cities encouraging the development of such apps? By checking this box, you acknowledge that your response to this question is required and must be submitted as an attachment to the application with a maximum length of one (1) page.
- Acknowledgement
- \* Required Question