



# Common Council Legislative Analyst

Class Code:  
H039

Bargaining Unit: Nonrep Prof/Supv/Mgr

MADISON, CITY OF (WI)  
Established Date: Mar 21, 2012  
Revision Date: Mar 21, 2012

## SALARY RANGE

\$31.72 - \$37.64 Hourly  
\$2,458.12 - \$2,916.96 Biweekly  
\$5,325.93 - \$6,320.08 Monthly  
\$63,911.12 - \$75,840.96 Annually

### GENERAL DESCRIPTION:

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, City 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 Common Council Chief of Staff, the incumbent is expected to exercise independent judgment in completing diverse projects and assignments.

### EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Perform research and analysis under direction of the Council Chief of Staff from Common Council members, the CCEC, and the Common Council President. 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. Conduct data analysis pulling from sources like census track data and data from other government entities, use analytical tools such as Excel, ArcGIS, and any other statistical tools and compile results in a concise, user friendly report.

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 proposals pending before the Common Council.

Review and analyze legislation proposed by other entities to determine the applicability for the City of Madison. Author policy papers, prepare written and oral reports and findings, and identify policy options, as directed.

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

At the direction of the Common Council Chief of Staff, draft proposed resolutions for his/her review and ordinances for review by the City Attorney.

Perform related work as assigned.

### MINIMUM QUALIFICATIONS:

#### Training and Experience:

Generally, positions in this classification will require:

Two years of related professional experience performing research and policy development or evaluation. 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 fields. 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.

Specific training and experience requirements will be established at the time of recruitment.

**Knowledge, Skills and Abilities:**

Thorough knowledge of diverse research and analytic techniques. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of budget management. Working knowledge of effective communication and presentation techniques. Working knowledge of policy resources and data bases relative to municipal government. Working knowledge of descriptive and analytic statistics. Knowledge of the principles of public administration, especially as it relates to a Mayor / Common Council structure. 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 appropriately maintain confidentiality of information. 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.

**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.

**APPROVAL:**

Updated and approved February, 2019.

**COMPENSATION GROUP/RANGE:**

18/08

**SXD OLD CLASS NUMBER AND PART-TIME CLASS #:**

1336