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**REPORT OF:**           **President’s Work Group:  
Developing Council Policy/Research Analyst Position Description**

**TITLE:**               **Recommendations: Council Policy/Research Analyst Position Description**

**DATED:**             **September 6, 2011**

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The President’s Work Group to develop a Council Policy/Research Analyst position description was created by Ald. Lauren Cnare, Common Council President, at the May 17, 2011 CCOC meeting.

Ald. Steve King (Chair), Ald. Bridget Maniaci and Ald. Satya Rhodes-Conway were appointed to serve on the work group. Ald. Mark Clear was also available for discussions. The work group was charged with developing a position description for a Common Council Policy/Research Analyst.

The work group further defined their charge to include discussion on:

- Supervisory structure an performance management process for new position
- Position placement in current Council office structure and city’s civil service structure
- How research tasks are assigned and prioritized
- Recruitment process
- Exam questions and interview panel composition

### **Supervisory Structure/Performance Management**

Recommendation: Position is located within the Office of the City Attorney and supervised and managed by the City Attorney. The work group made this recommendation to alleviate additional demands on Common Council leadership to supervise and manage the position in addition to their aldermanic duties. It also insulates the position from the annual turnover of Council leadership. The Office of the City Attorney is structured to provide research tools and expertise, the ability to track research requests and a neutral manager to prioritize work load. *(See minutes from July 6, 2011 meeting)*

### **Position Description**

Recommendation: City Attorney recommends re-titling the position to “Common Council Legislative Analyst” to have the position comply with all the rules of professional responsibility required by the Office of the City Attorney. Position would be classified in Compensation Group 18, Range 8. *(Draft Position Description and Class Specifications are attached to this report)*

### **Training & Experience**

Recommendation: Experience consist of 2 years of related experience and a Bachelor of Arts degree in liberal arts, public administration, journalism, finance, or urban studies or a Masters degree in public policy, urban planning, political science, public administration or a law degree could be substituted for 2 years of experience.

### **Achievement History Questionnaire**

Recommendation: In addition to the application a formal Achievement History Questionnaire be used (vs. supplemental questionnaire). This type of questionnaire can act as another screening tool to:

- Provide for an evaluation of writing skills
- Evaluate research and analysis skills (including statistical and quantitative analysis) by asking for examples of how raw data compiled and presented
- Evaluate policy development experience
- Evaluate the individuals’ experience with working with local government (vs. state and federal)

## **Interview Questions**

Recommendation: Human Resources staff would work with alder(s) to develop interview questions. The work group suggests that Ald. Satya Rhodes-Conway act as the point person to develop and review questions for the position.

## **Research Prioritization**

Recommendation: Research requests be prioritized by three areas (*see attached Draft Position Description*):

- First Priority  
Perform research and analysis regarding critical items before the Common Council under direction from the Common Council, the CCOC, or the Common Council President. (40%)
- Second Priority  
Perform research and analysis regarding the Common Council Policy Agenda as established annually by the Common Council and its subcommittees. (15%)
- Third Priority  
Perform research and analysis regarding various policy issues as directed from individual alders. (45%)

## **Recruitment Process**

Recommendation: Human Resources recruit for applicants through the following organizations:

- [UW-Madison LaFollette School of Public Affairs](#)
- [UW-Madison Department of Urban and Regional Planning](#)
- [UW-Madison](#) & [UW Milwaukee](#)  
Departments of Political Science
- [UW-Madison](#) & [UW-Milwaukee](#)  
Departments of Sociology
- [UW-Madison Law School](#)
- [Marquette University Law School](#)
- [National League of Cities](#)
- [International City/County Management Association](#)
- [League of Wisconsin Municipalities](#)
- [National Conference of State Legislators](#)
- [Council of State Governments](#)
- [National Governor's Association](#)
- [U.S. Conference of Mayors](#)
- [Idealist.org](#) type of site
- Recommendations from Department of Civil rights

## **Ranking Panel Compositions**

Recommendation: Ranking Panel composition not be larger than 5 individuals. Panel consist of: City Attorney (or designee), CCOC member, non-CCOC Council member and 1-2 individuals outside of city government.

## **Interview Panel Composition**

Recommendation: Same composition as Ranking Panel but different individuals serve on the Interview Panel.

## **Council Internal Policies**

Recommendation: Recommended policies be considered and adopted by the CCOC. If internal policies are approved, they be added to the Council's Policy Guide:

- All research requests are to be made to the City Attorney, who will coordinate with the legislative analyst and the respective alder in establishing priorities and deadlines.
- Only alders, not constituents, can make a request for research from the legislative analyst.
- Alders would not funnel any committee requests for research to the legislative analyst.

- Legislative analyst would provide a standing report to CCOC on research requests (request specifics be kept confidential but the identity of the requestor would not be confidential).
- Work could consist of district-specific policy requests (example: bar crowds at football games).
- Follow-up requests from original request would become a new request that would need to be prioritized (these would be requests that would require additional research, more than an hour needed).

The work group held three (3) meetings: June 7, 2011, July 6, 2011 and July 21, 2011  
(*Meeting minutes are attached to this report*)

In addition to the work group members the following staff attended meetings:

Human Resources Department

Brad Wirtz, Director

Mike Lipski, Compensation & Benefits Manager

Karl van Lith, Organizational Development & Training Officer

City Attorney's Office

Michael May, City Attorney

Patricia Lauren, Deputy City Attorney

Common Council Office

Lisa Veldran, Administrative Assistant

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone:

2. Class Title (i.e. payroll title):

Council Legislative Analyst

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Mike May-City Attorney

Work Phone:

5. Department, Division & Section:

Office of the City Attorney

6. Work Address:

210 MLK Jr. Blvd. Madison, WI 53703

7. Hours/Week:

Start time:            End time:

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

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.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

15%    A.        Perform research and analysis regarding the Common Council Policy Agenda as established annually by the Common Council and its subcommittees.

1. Conduct research into policy issues using such tools as the Internet, Wisconsin Law Library, structured interviews, etc.
2. Contact City agencies, external governmental agencies, or private entities to gather information regarding proposed policies.
3. Analyze proposed Policy Agenda items from a feasibility, fiscal, and policy standpoint.
4. Author policy papers and reports regarding items on the Policy Agenda.
5. Under the supervision of the City Attorney, draft proposed legislation such as ordinances and resolutions for review by Council members, City Attorneys, and others.
6. Review and analyze legislation proposed by other entities to determine the applicability for the City of Madison.
7. Attend meetings of the Common Council and its various subcommittees to provide information on research policy issues.
8. Perform other duties as assigned.

40% B. Perform research and analysis regarding critical items before the Common Council under direction from the Common Council, the CCOC, or the Common Council President.

1. Conduct research into policy issues using such tools as the Internet, Wisconsin Law Library, structured interviews, etc. while operating under potentially short deadlines.
2. Contact City agencies, external governmental agencies, or private entities to gather information regarding proposals pending before the Common Council.
3. Author reports on issues pending before the Common Council as directed.
4. Under the supervision of the City Attorney, draft proposed legislation such as ordinances and resolutions for review by Council members, City Attorneys, and others.
5. Review and analyze legislation proposed by other entities to determine the applicability for the City of Madison.
6. Attend meetings of the Common Council and its various subcommittees to provide information on issues pending before the Common Council.
7. Perform other duties as assigned.

45% C. Perform research and analysis regarding various policy issues as directed from individual alders.

1. Conduct research into policy issues using such tools as the Internet, Wisconsin Law Library, structured interviews, etc.
2. Contact City agencies, external governmental agencies, or private entities to gather information regarding proposed policies.
3. Prepare memos, briefing papers, and other communications outlining findings for alders.
4. Under the supervision of the City Attorney, draft proposed legislation such as ordinances and resolutions for review by alders, City Attorneys, and others.
5. Work with the City Attorney or Deputy City Attorney to prioritize requests from alders.
6. Perform other duties as assigned.

12. Primary knowledge, skills and abilities required:

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 budget management. 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.

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13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

General supervision of City Attorney or Deputy City Attorney. Assignments will generally be received through the Common Council President but may come from any member of the Common Council.

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

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EMPLOYEE

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DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).

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SUPERVISOR

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DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

## COUNCIL LEGISLATIVE ANALYST

### CLASS DESCRIPTION

#### General Responsibilities:

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 legal precedent 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.

## 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 budget management. 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:

Generally, positions in this classification will require:

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 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.

### Necessary Special Qualifications:

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.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Common Council	18	08

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director  
Date

**Meeting Minutes**  
**President's Work Group: Developing Council**  
**Policy/Research Analyst Position Description**  
**Tuesday, June 7, 2011**  
**Room 417, City-County Building**

Attending: Ald. Steve King, Ald. Satya Rhodes-Conway, Ald. Bridget Maniaci (via conference call), Lisa Veldran (Council staff), Ald. Mark Clear, Brad Wirtz, Mike Lipski and Karl van Lith (City Human Resources)

The meeting was called to order by Ald. Steve King, chair, at 12:34 p.m.

Ald. Steve King asked Brad Wirtz, Human Resource Director, to review the process.

**Discussion:**

- Human Resources Process and Procedures for developing position descriptions
- Review of CCOC Subcommittee to Review Council Staff Position: Legislative Analyst work (2007)
- Developing work plan to create a Council Policy/Research Analyst position

Brad Wirtz discussed the process:

1. Draft a position description but core questions need to be answered:
  - a. Who would the person report to: the Council President, CCOC or individual alders?
  - b. How would this person prioritize requests for service? Distribution of work
  - c. How would this position fit into the current office structure? Not a supervisory position

Ald. Bridget Maniaci asked if members had received her working comments (dated 7/7/11) and a list of evaluative criteria provided to her from research staff in Washington DC. Members and staff indicated that they had received her material.

Mr. Wirtz reviewed the current office structure:

- Common Council President and Human Resources Director supervise Administrative Assistant
- Administrative Assistant supervises the Secretary 1

He asked if this new position would take on a supervisory role. Members indicated that the position would not take on a supervisory role.

Mr. Wirtz noted that the Administrative Assistant currently performs research-related activities (informational requests from alders, compiling information). He stated that this new position would focus on analysis, reporting and those types of responsibilities that go along with similar professional level positions.

He wanted to know how this position would function within the current office structure. Ald. Satya Rhodes-Conway noted that in her full-time job she uses interns to bring her back information so that she can provide analysis. She believed that this particular position would do their own research and information gathering and write a report on their findings.

Mike Lipski asked Lisa Veldran if she could provide examples of what types of research she currently works on. Ms. Veldran provided an example of research she did for Ald. Tim Bruer by providing him on other municipalities measuring neighborhood health which lead to the development of the city's Neighborhood Indicators project. Generally, she responds to alder or committee requests for simple research and that information is given to the alder or provided to a committee. More in depth research, for example snow removal, Streets and IT staff had a better grasp of what other municipalities are doing.

Ald. Satya Rhodes-Conway stated that if she had a policy question she would want a memo back with analysis, approaches, pros and cons and/or summary and not just a listing of information. She provided examples of position requirements from her workplace (she noted that these positions are specific issue

research vs. a generalist research analyst which is what the Council is looking for), research, writing, ability to communicate, independent, self-structured. Relevant work experience is valuable.

#### Suggested salary & experience

- Salary range: \$41,000 - \$50,000. This position salary is budgeted for approximately \$60,000 with benefits.
- Person should have a graduate degree in policy (or relevant degree) with 3-5 years of relevant experience.

#### Supervision

- The person would not be supervised by the Administrative Assistant
- The person would not be supervised by the Common Council. No full-time alder to manage staff.
- Potential supervisor (internal): Council President (similar to County Board Chair & county policy analysts)
- Potential supervisors (external): City Attorney, City Clerk, Finance Director, Human Resource Director

Discussion centered on City Attorney being a possible supervisor of the position due to the relatedness of work (legal research and analysis). Ald. Mark Clear stated that it may be valuable to have the person with financial analysis background as well.

#### **Next Meeting**

- a. Decide on a supervisory structure or identify steps that would get to resolution and invite City Attorney to next meeting. Ald. Steve King will speak with City Attorney about this idea.
- b. Discussion on how person would receive tasks and prioritize them (not part of position description).
- c. Discussion on written job description, recruitment process, developing a civil service exam and interview panel.
- d. Discussion on how this position fits into city's civil service structure.
- e. How position would function within current office structure.
- f. Performance management process – how would that process operate with this position?
- g. Discussion on how research tasks are assigned and prioritized (Lisa Veldran noted the Council's "Framework for Excellence" goal setting exercise that focused on a list of Council priorities).

Mr. Wirtz suggested that members of the work group review Chapters 11 & 12, and particularly pages 46-49, of the "City of Madison Supervisor Manual" (distributed to work group members)

Conversation of overall office staffing structure could occur at CCOC if this position is implemented.

Lisa Veldran will poll members and staff to find a next meeting date and time.

#### **Adjournment**

Ald. Steve King moved, seconded by Ald. Satya Rhodes-Conway, to adjourn. Motion passed unanimously. Meeting adjourned at 1:34 p.m.

Respectfully submitted by,

Lisa Veldran  
Administrative Assistant  
Madison Common Council

**Meeting Minutes**  
**President's Work Group: Developing Council**  
**Policy/Research Analyst Position Description**  
**Wednesday, July 6, 2011**  
**Room 417, City-County Building**

Attending: Ald. Steve King, Ald. Satya Rhodes-Conway, Ald. Bridget Maniaci (arrived at 3:30 p.m.), Lisa Veldran (Council staff), Ald. Mark Clear, Brad Wirtz (arrived at 3:50 .m.), Mike Lipski and Karl van Lith (City Human Resources), City Attorney Michael May, Deputy City and Attorney Patricia Lauten

The meeting was called to order by Ald. Steve King, chair, at 3:35 p.m.

**Approval of minutes from the June 7, 2011 President's Work Group: Developing Council Policy/Research Analyst Position Description**

Ald. Satya Rhodes-Conway moved to approve the minutes from June 7, 2011, seconded by Ald. Steve King. Motion was approved.

**Discussion on the Mayor's position freeze**

City Attorney Michael May stated that money is currently budgeted for this position but the Mayor has instituted a hiring freeze. Mike Lipski noted that any positions authorized to be filled July 1 and after will not be filled unless it was a position that would generate revenue (example: a grant writing position). City Attorney May stated that the Council adopt a resolution directing the Mayor and Human Resources to fill the position but the Mayor could veto the resolution. Council would then need 14 votes to overturn the veto but the Mayor could then say there was no money in the budget to hire the person. This was considered a no-win situation.

Mr. Lipski noted that there still was a lengthy process in hiring a policy/research analyst: need to define position description and have it approved by CCOC. Then the classification would they need to go to the Personnel Board, Board of Estimates and the Common Council for approval. He stated the earliest recruitment for this position could start would be the end of September or beginning of October.

**Discussion on Items Identified from 6/711 meeting**

- **Supervisory structure (Office of City Attorney)**
- **Performance management process**
- **Position placement**

City Attorney May and Deputy City Attorney Patricia Lauten were present for discussion on this item. Ald. Steve King said he had met with City Attorney May about the idea of locating the Council policy/research analyst in the City Attorney's Office. Mr. Lipski distributed a copy of a draft position description.

Ald. Steve King asked City Attorney May to convey his thoughts on the proposal to the work group. Attorney May expressed his concern relative to the supervision of this position. He noted that the City Attorney's client is the City of Madison and he was, by statute, responsible for the work and the employees he supervises, including a potential Council policy/research analyst. He thought one way of handling the supervisory issue would be to develop a Legislative Reference Bureau-type of set-up. He would hire the person, supervise the person and have them physically located in his office. Members of the work group were interested in this type of setup. Ald. Satya Rhodes-Conway stated it would alleviate pressure on the Council President having to supervise this person in addition to their aldermanic duties. Ald. Bridget Maniaci noted that alders go to the City Attorney's office now for research so it made sense to have this position located in his office. City Attorney May opposed having a position located in his office but supervised by the Council but indicated he could support the LRB-type model.

Ald. Satya Rhodes-Conway had concerns about research requests and prioritizing them and wanted more clarity on how that would work in the OCA's office. City Attorney May stated they have a tracking system in his office now but the person would have to discern whether it was something they could answer in 30 minutes or need to enter into the tracking system. Ald. Bridget Maniaci was concerned about the balance between individual alder requests vs. a Council policy agenda. Ald. Rhodes-Conway thought that the person would need to balance the two and there was a need to discuss how work would be delegated at the Council level. City Attorney May thought some kind of report could be generated and given to CCOC to provide feedback on research requests.

Ald. Steve King noted that CCOC would be discussing at their next meeting developing a policy agenda and this could be used to provide direction to developing the position description.

Brad Wirtz noted he supported the LRB-type model because it had one supervisor vs. multiple supervisors. Deputy City Attorney Patricia Lauten stated this person would have access to legal resources and the benefit of working in a legal environment (symbiotic relationship). She thought it would also be beneficial for the person because they would have an idea of how long research would take and this could assist this person in prioritizing requests.

City Attorney May asked if this person needed to be an attorney. Ald. Rhodes-Conway stated she would be happy if the person had a masters degree in policy (with a background in local government). Ald. Bridget Maniaci thought someone with a statistical background would be helpful. City Attorney May asked what the starting salary was. It was noted that the salary range was budgeted at \$41,000-\$50,000.

Ald. Mark Clear expressed concern with the relationship between the Mayor’s Office and the City Attorney’s Office (being part of the executive branch). City Attorney May stated that it raised several issues: he noted again that his client was the city of Madison and that his loyalty and confidentiality is to the city. He thought it may be a little difficult but it would need to be worked out. This position would be working for him but dedicated to doing Council research and analysis.

Ald. Bridget Maniaci asked if this would still be in the Council office budget. It was stated that it would be allocated in the City Attorney’s budget.

The work group members were in consensus with this approach. City Attorney May thought he was OK with it but wanted to see how it would work out (i.e. practical issues).

*Ald. Satya Rhodes-Conway moved that the new position be an employee in the Office of the City Attorney and supervised/managed by the City Attorney and that the position description be based on this assumption, seconded by Ald. Bridget Maniaci. Motion was approved.*

City Attorney May asked where the position would be assigned in the civil service structure. Mr. Lipski noted that it would be in Compensation Group 18.

- **How research tasks are assigned and prioritized**

Ald. Satya Rhodes-Conway thought the discussion should be separated into:

1. Nature of task – Defined by alder
2. Who manages request (priority level) –City Attorney?

Deputy City Attorney Lauten thought that City Attorney May could be overwhelmed and that the Council President could be involved in prioritizing requests.

Ald. Satya Rhodes-Conway sketched a grid to assist in the discussion:

	Task Types (Policy/Research Analyst)		
	Items Before the Council	Council Policy Agenda	Aldermanic Requests *
	First Priority	Second Priority	Third Priority
Who defines the request	Common Council Leadership	Common Council	Alder
Who position reports to	Common Council Leadership	CCOC	Alder
Who Prioritizes	Office of City Attorney	Office of City Attorney	Office of City Attorney
Who Evaluates Work Product	Office of City Attorney	Office of City Attorney	Office of City Attorney

*Additional discussion points:*

1. Position would not take direct constituent requests; research requests should come from alder
2. Alder should not funnel committee requests for research to the Council Policy/Research Analyst
3. Standing report to CCOC from Policy/Research Analyst
  - a. Research request itself could be confidential but not the requestor (for report purposes)
4. Work could consist of district specific policy requests (*example*: bar crowds at football games)
5. Follow-up requests from original request would become a new request that would need to be prioritized (requests that would require additional research, not simple information, something more than an hour)

Brad Wirtz believed the chart could be used for the position description but due to the uniqueness of the position additional “ground rules” should be drafted as an internal policy document. Ald. Satya Rhodes-Conway thought a draft memo to the CCOC outlining “ground rules” would be helpful in developing these “ground rules. Lisa Veldran will work on a draft memo and forward to City Attorney May and Deputy Attorney Lauten for input (*example*: their input on how requests would be initiated, etc.)

Ald. Bridget Maniaci stated that she wanted someone who could pull statistical information. City Attorney May suggested that the ability to provide quantitative analysis be added to the job description.

**Next Meeting**

- Redraft of position description
- Recruitment process
- Possible exam questions and interview panel composition

Lisa Veldran will poll members and staff to find a next meeting date and time.

**Adjournment**

Ald. Satya Rhodes-Conway moved, seconded by Ald. Bridget Maniaci, to adjourn. Motion passed unanimously. Meeting adjourned at 4:56 p.m.

Respectfully submitted by,

Lisa Veldran  
Administrative Assistant  
Madison Common Council

**DRAFT Meeting Minutes  
President's Work Group: Developing Council  
Policy/Research Analyst Position Description  
Wednesday, July 21, 2011  
Room 417, City-County Building**

Attending: Ald. Steve King, Ald. Satya Rhodes-Conway, Ald. Bridget Maniac, Lisa Veldran (Council staff), Mike Lipski and Karl van Lith (City Human Resources), Deputy City and Attorney Patricia Lauten (arrived at 4:23 p.m.)

The meeting was called to order by Ald. Steve King, chair, at 3:31 p.m.

**Public Comment**

There was no public comment.

**Disclosures/Recusals from members of the work group**

There were no disclosures or recusals from members of the work group.

**Approval of minutes from the July 6, 2011 President's Work Group: Developing Council Policy/Research Analyst Position Description**

Ald. Bridget Maniaci moved to approve the minutes from July 6, 2011, seconded by Ald. Satya Rhodes-Conway. Motion was approved.

**Discussion on Items**

- **Redraft of position description**
- **Job description and recruitment process**
- **Possible exam questions and interview panel composition**

Mike Lipski distributed copies of the second draft of the position description that incorporated City Attorney May's comment about drafting ordinances under the direction of the City Attorney and the title of the position be changed to Council Legislative Analyst, de-emphasizing the policy aspect.

A class specification documents needed to be created after training and experience is discussed by members of the work group. The position would be in Comp Group 18 and Range 8 (\$41,000-\$58,000 salary).

Ald. Satya Rhodes-Conway moved to recommend the following work experience, work percentages within the position description and adding the suggested language from the City Attorney, seconded by Ald. Bridget Maniaci:

Experience:

- 2 years of experience and a BA degree in liberal arts, public administration, journalism, finance, or urban studies.
- Masters degree in public policy, urban planning, political science, public administration or a law degree could be substituted for 2 years of experience.

Functions and Worker Activities Percentages (Position Description):

- 15% - Section A (Council Policy Agenda)
- 40% - Section B (Common Council, CCOC or President)
- 45% - Section C (Individual alders)

Motion was approved unanimously.

## Hiring process

1. Final work group report goes to CCOC on September 6, 2011
2. Final position description/class specifications drafted by Human Resources
3. Goes to Personnel Board and Board of Estimates for approval
4. Recruitment plan is developed and implemented: UW, Department of Civil Rights contacts, etc.
5. Add supplemental questions as a screening tool: In addition to job announcement and qualifications, add supplemental questions for a ranking panel to review and rank applications.
6. Ranking panel would rank applications before list is certified for an interview panel.
7. Top one or two applicants would be forwarded to the final hiring authority (City Attorney).

Ald. Satya Rhodes-Conway suggested that the final report should contain the following attachments:

- Final position description
- Final class specifications

Final report contains:

- Recruiting
- Exam Questions – possible areas that questions should focus on
- Composition of the ranking panel
- Composition of the interview panel
- Incorporate the internal policies relative to position (Lisa Veldran's draft memo)

## Recruitment recommendations

- [UW-Madison LaFollette School of Public Affairs](#)
- [UW-Madison Department of Urban and Regional Planning](#)
- [UW-Madison](#) & [UW Milwaukee](#) Departments of Political Science
- [UW-Madison](#) & [UW-Milwaukee](#) Departments of Sociology
- [UW-Madison Law School](#)
- [Marquette University Law School](#)
- [UW Alumni Association Badger Career Network](#)
- [National League of Cities](#)
- [International City/County Management Association](#)
- [League of Wisconsin Municipalities](#)
- [National Conference of State Legislators](#)
- [Council of State Governments](#)
- [National Governor's Association](#)
- [U.S. Conference of Mayors](#)
- [Idealist.org](#) type of site
- Recommendations from Department of Civil rights

**Formal Achievement Questionnaire** (vs. supplemental questionnaire to application):

Use as another screening tool. Questions to revolve around:

- Evaluation of writing skills
- Research and analysis skills (including statistical and quantitative analysis) – provide examples of how raw data compiled and presented
- Policy development experience
- Experience with working with local government (vs. state and federal)

**Interview Questions**

- Ability to prioritize
- Work with people
- Mike Lipski/Karl van Lith would provide examples that could be used to create interview questions

Ald. Satya Rhodes-Conway was appointed as point person to review questions for the position developed by Human Resources staff.

**Ranking Panel Composition**

Not larger than 5 individuals.

- City Attorney representative
- CCOC representative
- Non-CCOC Council member
- 1-2 individuals outside of city government

**Interview Panel Composition**

Same composition as Ranking Panel but different individuals

**Next steps/next meeting (if needed)**

Ald. Steve King, Lisa Veldran and Mike Lipski will write the report to submit to the CCOC at their September 6, 2011 meeting.

**Adjournment**

Ald. Satya Rhodes-Conway moved, seconded by Ald. Bridget Maniaci, to adjourn. Motion passed unanimously. Meeting adjourned at 4:30 p.m.

Respectfully submitted by,

Lisa Veldran  
Administrative Assistant  
Madison Common Council