

CITY OF MADISON POSITION DESCRIPTION

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

Work Phone: 266-4511

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

Common Council Legislative Analyst

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Kwasi Obeng-Common Council Chief of Staff

Work Phone:

5. Department, Division & Section:

Common Council Office

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:

-
10. Position Summary:

This is professional research and analytic work in support of the Common Council and alders. The incumbent will perform assignments in support of the Common Council President, City committees, and Common Council members. The work will require interacting City staff, staff from other governmental bodies, and other private entities. Under the general supervision of the Council Chief of Staff 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.)

100% A.

1. Perform research and analysis under direction of the Council Chief of Staff from Common Council members, the CCEC, and the Common Council President.

2. Conduct data analysis pulling from sources like census track data and data from other government entities and using analytical tools such as Excel, ArcGIS, and any other statistical tools and compiling results in a concise user friendly report.
3. Contact City agencies, external governmental agencies, or private entities to gather information regarding proposals pending before the Common Council.
4. Author reports on issues pending before the Common Council as directed.
5. 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
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 issues pending before the Common Council.
8. 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 public administration budget management. Ability to analyze quantitative data and write narratives for lay audiences. Good knowledge of policy resources and data bases relative to municipal government. Good knowledge of descriptive statistics and basic knowledge of analytic statistics. Ability to assist requester to fashion specific study questions. Ability to synthesize and summarize substantial breadth of primary and secondary research into briefing papers. 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.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

Under general supervision of the Chief of Staff. Assignments will generally be received through the Chief of Staff 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).

EMPLOYEE

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).

SUPERVISOR

DATE

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



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

\$32.75 - \$38.86 Hourly
\$2,538.01 - \$3,011.76 Biweekly
\$5,499.02 - \$6,525.48 Monthly
\$65,988.26 - \$78,305.76 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

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

75% A.

1. Perform research and analysis under direction of the Council Chief of Staff from Common Council members, the CCEC, and the Common Council President.

2. Conduct data analysis pulling from sources like census tract data and data from other government entities and using analytical tools such as Excel, ArcGIS, and any other statistical tools and compiling results in a concise user-friendly report.
3. Contact City agencies, external governmental agencies, or private entities to gather information regarding proposals pending before the Common Council.
4. Facilitate meetings involving diverse stakeholders in order to provide alders with opportunities to collaborate with City staff and relevant external stakeholder as they develop proposed policies.
5. Under the supervision of the Chief of Staff, work with other City staff to assist in determining the impact of legislative decisions on City operations.
6. Author reports on issues pending before the Common Council as directed.
7. At the direction of the Common Council Chief of Staff, draft proposed resolutions for review
8. Review and analyze legislation and policies proposed or implemented by other entities to determine the applicability for the City of Madison.
9. Attend meetings of the Common Council and its various subcommittees to provide information on issues pending before the Common Council.
10. Respond to requests from the media and develop press releases under the supervision of the Council Chief of Staff.
11. Perform other duties as assigned.

10% B.

1. Provide logistical and research staff support to alder workgroups, ad hoc committees, and taskforces, as assigned; monitor progress of implementation of adopted recommendations across City departments, as assigned.

5% C.

1. Contribute to RESJI and Other Citywide Initiatives; apply process improvement tools and root-cause analysis to processes as relevant

5% D.

1. With supervision from the Council Chief of Staff, facilitate and collaborate with small intra- or interagency staff teams to complete special projects

5% E.

1. Assist the Common Council Chief of Staff as needed
2. Attend City meetings at the request of the Council Chief of Staff or alders

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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):

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