Budget and Policy Analyst-Division -Advanced
Department of Children and Families
Division of Safety and Permanence
Bureau of Compliance, Research and Analytics – Fiscal and Support Services Section

POSITION SUMMARY
Under the general direction of the Manager of the Fiscal and Support Services Section, within the Bureau of Compliance, Research and Analytics, within the Division of Safety and Permanence, this position performs professional, confidential analysis of budgets, expenditures, and policies of a division-wide or agency-wide applicability. This position will serve as the contract manager for major Division-wide contracts and provides fiscal and analytic support to the Division.

This position is responsible for maintaining sufficient working knowledge of DCF agency operations and fund sources to perform complex assignments supporting agency decision making regarding program, policy, fiscal management, and/or potential initiatives and their implementation. This includes leading biennial budget issue identification and development for the Division, serving on and/or leading project teams for development of strategic issues with a department-wide or cross-division scope, and coordinating budget development and monitoring within the division.

This position is specifically responsible for tracking the complex funding structure and appropriations for child welfare services in Wisconsin. Child welfare funding is made up of several different funding sources (Title IV-E, Title IV-B, TANF, Adoption Incentive, Chafee and other miscellaneous grants and appropriations). This position coordinates with DCF Office of Budget and policy to monitor spending within and across these various funding sources and works with Division leadership on budget and funding strategies. This position also is responsible for understanding the various federal rules and policies that govern the use and spending of those federal resources. A key area of focus for this position will be serving as the contract manager for the Division's largest contract, the State-County Child Welfare contract. The position develops funding allocations and monitors expenditures over the contract period. The position monitors the Division's overall operating budget to identify areas of under or over spending on a timely basis. The position provides support to program staff in the Division on fiscal and contract management issues.

As a budget and policy analyst for the division this position will also provide project management support and leadership for major initiatives within the department, including substantive oversight and support of the Title IV-E program.

Keeping the Bureau and Division leadership informed, the position works independently with staff at all levels of the division, including the department budget analysts, accountants, and other technical staff. The position is responsible for providing internal and external customers with timely and accurate information, explanations, and assistance. The position may conduct special program analyses assigned by Division leadership.

TIME	%	GOALS AND WORKER ACTIVITIES
40%	**A.**	**Develop and monitor annual operating budgets and expenditure plans.**
	A1.	Work with DCF Office of Budget and Policy to understand and interpret biennial budget for the Division and assist with development and monitoring of a detailed annual operating plan, including budgets associated with specific Bureaus and functional or programmatic business areas.
	A2.	Advise Division leadership regarding budget implementation requirements and timelines.
	A3.	Analyze budgets, actual or projected expenditures, and under- or over-spending. Recommend viable options and alternatives based on knowledge of appropriation definitions and programmatic constraints, historical budget usage, federal cost-allocation principles and allowable costs, position authority by appropriation, etc.
	A4.	Prepare reports and presentations for division administrators and/or other top agency management on budget status, resource utilization, and consistency with management

priorities. Recommend options and implement decisions—ranging from routine budget adjustments to budget-reduction plans.

A5. Perform projections and analyses to identify and request from DCF's Office of Budget and Policy, and/or Bureau of Finance staff, adjustments in line-authority, appropriation-level, or organizational budgets.

A6. Identify potential improvements in categorization of expenditures and coordinate with Bureau of Finance and Office of Budget and Policy to obtain agreement on establishment of new fiscal reporting categories and timing of changes.

A7. Assist Division staff in understanding appropriate fiscal coding for STAR (payroll), rent, information-technology projects, etc., based on work, organizational structure, and budget.

A8. Regularly monitor expenditure levels of Division programs, as appropriate. Brief Division managers quarterly or more often as needed.

A9. Provide leadership in assisting Division program staff in developing budgets and contracts for new programs.

30% B. Serve as the contract manager for the State- County Child Welfare contract.

B1. Prepare annual funding allocations, in collaboration with program staff and DCF's Office of Budget and Policy staff, that is consistent with state budgeted levels, available federal funding, and program decisions.

B2. Prepare annual contracts and related documentation.

B3. Monitor expenditures and communicate with stakeholders to keep expenditures within budget.

B4. Serve as liaison between county financial managers, DCF Area Administration Regional Managers, and other DCF staff to resolve fiscal issues.

B5. Identify and foresee any potential issues, decisions required, and options for addressing.

B6. Provide training and technical assistance to Division staff on fiscal and contract issues.

30% C. Provide program support and financial oversight of Title IV-E operations.

C1. Assist with compliance monitoring, contract management, and program support of Title IV-E eligibility operations, including the Title IV-E pass-through programs to other agencies.

C2. Coordinate with DCF's Office of Budget and Policy, and Bureau of Finance, to implement, monitor, and analyze Title IV-E federal claiming.

C3. Prepare annual reports on the Title IV-E Fund Balance.

C4. Routinely present information regarding the Title IV-E Fund Balance, status of Title IV-E federal claiming, and Title IV-E program operations as requested.

C5. Complete special projects, as requested

KNOWLEDGE, SKILLS AND ABILITIES

1. Strong ability to communicate, verbally and in writing, with a wide range of public and private agencies and individuals.
2. Knowledge and ability related to program implementation, such that legislation, budget, and policy are aligned for program launch.
3. Ability to perform financial analysis and give technical advice in complex and specialized applications of a budgetary and fiscal nature.
4. Knowledge of principles and experience in effective project management, including task identification and analysis, risk identification and mitigation, project scheduling and time management, and team leadership and facilitation skills.
5. General knowledge and awareness of the child welfare system, the key organizations, and their funding streams.
6. Knowledge of state legislative process, budget process, and terminology.
7. Thorough knowledge and experience with state accounting and budgeting principles and practices.
8. Knowledge of intergovernmental relationships and practices, public policy and finance principles and theory.
9. Attention to detail.
10. Highly developed oral communication and interpersonal skills, including:

1. Active (attentive) listening for information, direction, or points of view;
2. Ability to explain background, issues, problems, and alternatives to supervisors, peers, and department management, in formal and informal settings, potentially including speaking to outside groups;
3. Ability to balance tact and sensitivity with the ability to speak authoritatively as the situation requires; and
4. Ability to establish and maintain effective working relationships with colleagues and superiors throughout the department

11. Analysis Skills and abilities including:
    a. Knowledge of basic math principles and ability to make accurate calculations.
    b. Ability to comprehend and summarize complex written documents, including e-mail and online sources, and to combine such information with data and information conveyed orally by program managers, and in meetings involving multiple participants;
    c. Critical thinking, logical thinking, flexible thinking, and curiosity;
    d. Strong knowledge and ability in Microsoft Excel (or more complex statistical software) to assess data for mathematical relationships, and to understand and interpret spreadsheets created by others, following the logic of the formulas and data references used;
    e. Ability to develop projection models;
    f. Ability to appropriately make, explain, and apply assumptions; and
    g. Accuracy and attention to detail.
12. Ability to display objectivity and explain alternate perspectives.