Program and Policy Analyst - Advanced – Child Welfare Financial Programs Analyst
Department of Children & Families
Division of Safety & Permanence
Bureau of Compliance, Research and Analytics – Fiscal and Support Services Section

POSITION SUMMARY
Under the general supervision of the Fiscal and Support Services Section Manager in the Bureau of Compliance, Research, and Analytics, this position acts independently and collaboratively as an analyst for several child welfare program and policy areas served by the Division of Safety and Permanence in the Department of Children and Families. This position performs financial and statistical analyses to identify trends, ensure compliance, and track programmatic outcomes to advance the department's vision that all Wisconsin children and youth are safe and loved members of thriving families and communities.

The Child Welfare Financial Programs Analyst is responsible for establishing strong programmatic and policy expertise in care-related costs for children and families served by the child welfare system, as well as developing expertise in internal operations (such as: procurement, contracting, and payment processing). The position analyzes financial payment data, tracks the payment processing throughout the system, and generates reports for internal and external audiences.

This position is specifically responsible for understanding the complex funding structures serving children and family services in Wisconsin and evaluating the financial health of those programs. The position will utilize their strong knowledge and expertise in fiscal operations and data analytics to assist leadership and partner agencies in making data-driven decisions. The analyst will lead or collaborate in the development of policies or procedures to improve programmatic outcomes and operational effectiveness.

The analyst is the Division's expert in financial operations related to foster care, subsidized guardianship, adoption assistance, prevention services trust accounts, and financial reconciliations. They will serve as a liaison between the department and local child welfare agencies (counties, tribes, and contracted agencies) to resolve financial payment issues or discrepancies. The position is responsible for providing internal and external customers with timely and accurate information, explanations, and technical assistance. The position may conduct special program analyses assigned by Division leadership.

TIME	%	GOALS AND WORKER ACTIVITIES
40%	**A.**	**Lead analytics of child welfare care-related payments, including but not limited to federal Title IV-E programs (Foster Care, Adoption Assistance, Subsidized Guardianship, and Prevention Services), other out-of-home care related costs, and trust account management.**
	A1.	Lead meetings with program and policy staff, Division management, and county human service staff to gather information, input and feedback to understand policy and functional operations impacting executing payments for child welfare care-related costs.
	A2.	Provide expertise and technical assistance to program and policy staff regarding payment-related issues.
	A3.	Provide expertise and technical assistance to local child welfare agencies to properly enter placement and payment related activities, and to remediate errors.
	A4.	Leverage data in state databases (e.g., eWiSACWIS, STAR Finance) and related reports to analyze information, trends, and identify issues.
	A5.	Generate descriptive statistics to do statistical analysis and summarize the status of State child welfare expenditures related to the cost of care and to compare State performance with national trends.
	A6.	Confirm accuracy and usefulness of measures with program and policy staff, and Division leadership.
	A7.	Create documentation for data reports to facilitate program staff understanding.
	A8.	Create written reports and format data for distribution to program staff, local child welfare agencies, and other external partners as requested.

A9. Serve as the primary statewide contact (for division management, counties, and other stakeholders) regarding financial and payment matters related to child welfare programs and services.

A10. Analyze current data to evaluate the effectiveness of the payments made to achieve the intended results of the program

A11. Review records to identify discrepancies and inefficiencies in payments made for child welfare

30% B. Establish and maintain technical and programmatic infrastructure to manage financial components applicable to children and families involved in the child welfare system.

B1. Collaborate with contracted developers to facilitate technical development of raw data reports; test data reports to ensure fidelity to design.

B2. Collaborate with contracted developers to create extracted datasets drawn from state databases (e.g., eWiSACWIS).

B3. Develop and implement processes and procedures for identifying areas of financial errors, risk, and remediation.

B4. Generate performance and policy recommendations based on results of research and analytics; explain how changes may be justified based on data.

B5. Present results of research and analytics on child welfare program expenses, trends, and issues to key partners, including management, county agencies, and other external entities as identified.

20% C. Provide technical assistance to local human service agency financial staff to ensure accurate and timely completion of financial reporting.

C1. Participate in external-facing meetings with other financial experts to support ongoing operations support.

C2. Collaborate with cross-division staff (budget, finance, legal) to resolve ongoing issues with shared systems.

C3. Develop professional communications and talking points for leadership for changes in policy that will impact partner program finances

10% D. Other activities as assigned, for example:

D1. Respond to requests for data and information from the legislature, other states, media, local agencies, and the public related to child welfare program performance.

D2. Assist in basic data inquiry and analytics of information not specific to fiscal matters.

D3. Facilitate, coordinate, and/or participate in work groups and planning committees to support the development of new Department initiatives.

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. Ability to maintain a multi-project portfolio with multiple deadlines.
11. 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
12. 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.
13. Ability to display objectivity and explain alternate perspectives.