

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

DOA-15302 (C07/2015)
PREVIOUSLY OSER-DMRS-10
State of Wisconsin
Department of Administration/Division of Personnel Management

1. Position No. 025240	2. Cert / Reclass Request No. 20-004P	3. Agency No. 505
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Department of Administration Division of Facilities Development & Management 101 E. Wilson Street, 7th Floor Madison, WI 53703
6. CLASSIFICATION TITLE OF POSITION Budget & Policy Manager	
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT Robinson J. Binau, Budget & Policy Manager
9. AGENCY WORKING TITLE OF POSITION Bureau Director	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Marcel Maul, Budget & Policy Manager
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Robinson J Binau, Administrative Manager (Deputy Administrator)	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes No
IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM.

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:
See attached.

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
	See attached.	

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

- a. The supervision, direction, and review given to the work of this position is close limited general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor Robinson J Binau Date 6/2/19

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Human Resources Manager [Signature] Date 8/5/19

DISTRIBUTE COPIES OF SIGNED FORM TO:

- P-FILE
- SUPERVISOR
- EMPLOYEE
- CERT REQUEST COPY

Division of Facilities Development and Management
Director, Bureau of Capital Budget & Construction Administration
BUDGET & POLICY MANAGER (81-01)

June 2019

Position Summary:

The Director of the Bureau of Capital Budget & Construction Administration (BCBCA), under the general supervision of the Deputy Administrator and Division Administrator of the Division of Facilities Development & Management (DFDM), serves as a member of the division's senior leadership team and is primarily responsible for the development of the biennial Capital Budget, the division's annual Operating Budget of approximately \$45 million, and the division's financial transactions.

The position reports to the Deputy and Division Administrators and works closely with the Administrator's Office in working with state agencies, the public sector, and the state legislature. This position is responsible for the development of the State's biennial Capital Budget of approximately \$2.0 billion for the University of Wisconsin System and all other state agencies; development of the Biennial Budget; and the division's annual Operating Budget. The position manages the implementation of the State Building Program approved by the Governor and the State Building Commission, including the evaluation of agency capital improvements and long-range facility plans, and advises high level officials regarding budget authority, project balances, and expenditure plans.

This position also manages the process for bidding and procurement of contracts. This includes approximately 800 A/E and Construction Contracts per year, and numerous state-owned heating plant fuel contracts. The position manages staff with the responsibility for all professional services agreements in accordance with ADM 20. This position also oversees public Construction Bidding, reviews bid irregularities and errors, and manages the execution of Construction Contracts in accordance with ADM 21, and associated construction administration of these contracts and projects.

This position is responsible for the management of all business, technology, and administrative operations in the division including procurement, business intelligence and technology systems, division performance and quality assurance, training and development, and personnel transactions.

Goals and Activities:

45% A. Direct and Manage the Capital Budget, Biennial Budget, division's Operating Budget; and division's Financial Transactions.

- A1. Manage the development and implementation of the approximately \$2.0 billion biennial Capital Budget as lead staff to the State Building Commission (SBC).
- A2. Provide assistance to the various State agencies in their preparation of biennial Capital Budget requests. Represent the division at meetings with State agencies, UW-Madison Campus Planning Committee, Board of Regents, etc. Review the assigned agency requests with staff within the division to prepare project budget recommendations, and work directly with requesting agencies and technical members of the division in preparation of these recommendations.
- A3. Prepare a draft and final report of Department of Administration's Capital Budget alternatives and recommendations for review by the Division Administrator, Department Secretary and the Governor. Prepare the Capital Budget document (the report of the SBC's Capital Budget recommendations to

the Joint Committee on Finance) for printing and distribution.

- A4. Prepare/provide testimony to the SBC at its public hearings on the Capital Budget. Present the Department's recommendations on agency Capital Budget requests, and provide any additional information requested by the Commission members.
- A5. Draft statutory language representing the recommendations of the SBC for inclusion in the Biennial Budget. Coordinate the preparation of partial veto recommendations related to the State Building Program. Defend recommendations within DOA, with other agencies, and with the Governor's Office and the State Building Commission.
- A6. Provide leadership to bureau staff in coordinating preparation of the division's recommendations for items submitted monthly to the State Building Commission by the various state agencies. Attend the regularly scheduled meetings of the SBC and its subcommittees to provide technical information and present the division's recommendations on agenda items to the Governor, subcommittee chairs, and Commission members.
- A7. Re-evaluate the justification for need and cost of authorized facilities to detect changes in the authorized projects and report these to the Administrator. Review agency prepared programs which describe the requirements and design characteristics of the facilities requested, and Division prepared design reports for compliance with the intent of SBC approval of these projects.
- A8. Provide staff assistance to the Administrator's Office in developing new policies and procedures in response to direction from the State Building Commission, Department Secretary, or Administrator. Answer inquiries regarding SBC policies and funding authorizations as requested by state agency personnel, legislators and legislative staff.
- A9. Review Six-Year Agency Capital Improvement Plans for compliance with SBC policies and priorities. Assist in the development of long-range facilities plans for specific institutions, including funding and sequencing of projects for plan implementation within the Capital Budget.
- A10. Develop contract proposals and specifications for private consultants to conduct studies for the SBC and/or the Department of Administration and represent the Commission or Department in contacts with the consultant during the study.
- A11. Supervise the development of the division's annual operating budgets, including setting budget targets, and the review of divisional requests. Summarize divisional requests; ensure compliance with budget policy guidelines, budget instructions, and division program objectives. Review and make recommendations on final budget level. Work with DOAS accountants and budget analysts to resolve problems and discrepancies.
- A12. Monitor the Division's expenditures to ensure compliance with authorized budget authority and DOA budget policies. Develop budget reports and methods for tracking and reporting on the division's budget and line item expenditures.
- A13. Establish a process and prepare a procedures manual containing the instructions by which all State agencies request capital facilities and accompanying construction funds. These instructions are coordinated with operating budget procedures and with technical staff (architects and engineers) requiring special data.
- A14. Draft language for Biennial Budget requests as directed by the Administrator. Develop background and biennial budget issue papers pertaining to changes in the State Building Program. Work with

the department budget staff to ensure statutory and administrative code requirements and issues are appropriately interpreted and changed.

- A15. Assist in the development of the division's annual Operating Budget. Work with the division's leadership team and staff to review annual expenditures and estimate operating budget amounts for next fiscal year. Review trends and analyze upcoming needs of the division to assist in establishing an appropriate budget. Direct bureau staff to develop operation expenditure reports as requested by the Administrator.

35% B. Direct and manage business, technology, and administrative operations for the division; oversee bidding and contracting for construction and fuel for state-owned heating plants; and manage bureau performance.

- B1. Maintain an effective communication network with other bureau director(s) to keep the Deputy Administrator and Administrator informed of significant events.
- B2. As a member of the Senior Leadership team, coordinate efforts and communication across bureaus. Develop workforce plan collaboratively with other bureau director(s). Work with other members of the Senior Leadership team to identify issues, solutions, and improvement opportunities aligned with division goals. Manage staff through implementation of change and improvements. Represent the needs of staff in the bureau while managing cross-bureau coordination issues. Manage conflict and resolution between and within bureaus in conjunction with other Senior Leadership members. Ensure effective communication within bureau and disseminate division goals and directives appropriately.
- B3. Develop, provide advice, and direct implementation of division programs involving procurement of goods and services, education and training, enterprise billing, affirmative action, contract management, personnel consultation, union contract interpretation, operational policies and procedures, and strategic planning.
- B4. Coordinate activities with the internal operating units related to administrative issues common to the department. Facilitate discussions and advise bureau directors and Administrator's Office on issues concerning operations with recommended solutions.
- B5. Manage the process for the solicitation, development, and administration of the division's A/E contracts in accordance with ADM 20, as well as construction bidding and contracting activities pertaining to the State Building Program administered by the division in accordance with ADM 21. Direct the contract administration, ensuring proper submittals, payments, change orders, and other administrative activities related to contract management.
- B6. Manage the staff executing all financial transactions associated with initiation and execution of design and construction contracts and other Building Program project transactions.
- B7. Manage strategic IT planning, application portfolio management, project management, and user support across the division in the use of technology for business automation and business intelligence. Supervise improving and supporting critical business strategies by managing the development, implementation, and maintenance of the division's business applications systems supporting the State Building Program. Direct staff to keep apprised of emerging technologies and system integration opportunities for continual process automation, and further development of a comprehensive 'facility lifecycle' data architecture.
- B8. Coordinate efforts with Administrator's Office for interfacing with DOA legal counsel.

- B9. Direct the management of centralized administrative operations that support the division and its customers. Operations include support for the management of the DOA building portfolio, state facilities, and the State Building Program. Align operations with the strategic and performance goals of the division and department.
- B10. Direct the management of delegated procurement and purchasing activities within the division. Administer the contract management operations and manage performance measures for service levels. Develop and administer centralized purchasing program for building management in DOA portfolio.
- B11. Work with the Bureau of Architecture and Engineering (BAE) and the division's technology staff to bring electronic bidding and other technology enhancements to the division for construction projects. Manage the development of appropriate business requirements for the solution. Collaborate with involved parties to create policies and procedures and plan for implementation of electronic bidding.
- B12. Ensure quality performance by the contractor and A/E's through qualifications and post project evaluations. Work with BAE staff to collect and analyze performance evaluations. Develop and maintain a mechanism to consider performance in construction bidding and contracting process, as well as enhance the A/E's selection criteria.
- B13. Oversee the billing of the division's 4% fee for services. Advise Administrator's Office of issues or delays that may impact division's revenue stream. Develop improvement opportunities and explore automation opportunities to streamline billing and collection of revenue.
- B14. Manage the development and collection of division performance measure data. Work closely with staff and division leadership to further develop performance indicators and metrics. Develop executive performance reports to Administrator on a quarterly basis. Identify improvement opportunities and recommend potential solutions to Senior Leadership team.

20% C. Supervision, professional development, and other personnel related actions, including recruitment, individual employee planning and evaluation, development of internal training plans, and affirmative action responsibilities.

- C1. Supervise bureau staff, including day to day activities and priorities, hiring and retention strategies, work assignments, performance evaluations, discipline, and resolving grievances. Develop and monitor implementation of policies and procedures for all activities carried out by staff.
- C2. Develop work plans to accomplish the responsibilities of the team, assign work to staff, and monitor performance. Organize, coordinate, assign, and review work. Meet regularly with staff on work plans, accomplishments, and problem resolving strategies. Develop and manage individual staff training plans.
- C3. Prepare employee evaluations, performance improvement plans, position descriptions and recruitment materials, employee development, and participate in selection of new employees. Reflect and support supervisor and employee core competencies.
- C4. Direct the development and achievement of acceptable levels of productivity, service, quality and responsiveness. Allocate or reallocate bureau staff resources as necessary to meet critical needs or schedules.
- C5. Plan and implement affirmative action goals for the Bureau and contribute to efforts to attract,

employ, and advance affirmative action target employees.

Knowledges, Skills, and Abilities

- Supervisory skills and abilities (e.g., team building skills, performance measurement, compensation, disciplinary process, affirmative action/equal opportunity employment, training)
- Leadership skills and abilities (e.g., leading change, strategic planning)
- Effective skill in use of consensus building to reach decisions
- Strong oral and written communication skills including the ability to communicate business and technical concepts and information effectively to a wide range of audiences
- Knowledge of and ability to work with the Wisconsin Legislature and the Governor's Office on a wide variety of subjects that impact the bureau
- Strong inter-personal skills, including the ability to work directly and independently with high-level business managers and staff
- Knowledge of development and implementation of the Wisconsin biennial operating and capital budget and development of annual implemented operating budgets
- Knowledge of principles of statistical analysis
- Knowledge of the principles and theory of budgeting, accounting and auditing, particularly as applied to budget development and control
- Knowledge of complex budget and policy issue identification and analysis
- Knowledge of business program planning, policy analysis and evaluation techniques
- Knowledge of research techniques and resources
- Knowledge of computers and information technology including spreadsheets, data bases, word processing, e-mail, and the Internet

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL MANAGEMENT
DOA-15317 (C07/2015)
STATS. 230.09 WIS. STATS.
PREVIOUSLY OSER-DCLR-85



COMPENSATION & LABOR RELATIONS
101 E. WILSON ST, 4TH FL
MADISON, WI 53703

Management Exclusion Analysis

This analysis should be completed by the position's supervisor and reviewed by the agency human resources representative prior to classifying a position as "management." The information will be used to assist in determining if the position is performing duties which support inclusion of the position in a career executive or other management classification, resulting in exclusion of the position from bargaining unit representation.

Wisconsin Statute s. 111.81(13), excludes management personnel from the definition of employee for collective bargaining purposes. Section 111.81(13) defines "management" to include "those personnel engaged predominately in executive and managerial functions, including such officials as division administrators, bureau directors, institution heads, and employees exercising similar functions and responsibilities as determined by the [Wisconsin Employment Relations] Commission."

The Commission referenced above is the Wisconsin Employment Relations Commission (WERC) which, under s. 111.825(3), assigns eligible employees to the appropriate bargaining units and ultimately determines the appropriateness of management exclusions.

Position Identification Data

1. Name of Employee (if filled): _____
 2. Civil Service Classification: Budget & Policy Manager (Bureau Director)
 3. Department and Division: Department of Administration, Division of Facilities Development and Management
 4. Bureau, Section, and Unit (or comparable): Bureau of Capital Budget & Construction Administration
 5. Name and Classification of Supervisor: RJ Binau, Administrative Manager (Deputy Administrator)
 6. Name and Complete Civil Service Title of Former Incumbent (if any): RJ Binau, Budget & Policy Manager (Bureau Director)
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In Case 33, No. 16403, SE-65, Decision No. 11640-C, the WERC used the following criteria in determining if employees were management. (Some of the statements are interpretations of statements made by the WERC rather than statements actually made in the decision.)

7. If the employee is a division administrator, bureau director, or institution head, the employee is, per se, management.
8. If the employee is not a division administrator, bureau director, or institution head, and if the employee is engaged predominately in executive and managerial functions similar to those engaged in by division administrators, bureau directors, or institution heads, the employee is management.

"Predominate function" is defined as the primary duties performed by the employee. If the primary duty is to provide legal services or supervise and review the work of others for compliance with established policy, the employee is not engaged predominately in executive and management functions, even though some of the time is spent in formulation, determination, and implementation of management policy. Predominate functions may be based on importance or percent of time spent. Generally, percent of time spent will be the determining factor.

(OVER)

DOA-15317 (C07/2015) CONTINUED

Management Exclusion Analysis

“Executive and management functions” are defined as:

- a. participation in a significant manner in the formulation, determination, and implementation of management policy; or,
- b. effective authority to commit the employer's resources.

To participate in a significant manner in the formulation, determination, and implementation of management policy, the employee must have greater authority than merely offering advice to higher-level management which may accept or reject the recommendation, or must do more than serving on a management team/committee which must reach consensus. Formulation, determination, and implementation of management policy must be the primary duty of the employee and must be at a level similar to that exercised by division administrators, bureau directors, and institution heads.

Case 33 did not address the resource commitment aspect of the executive and managerial functions. In municipal sector cases, the WERC has defined this aspect as the exercise of effective authority to commit the employer's resources such as through exercise of authority to establish an original budget or to allocate funds for differing program purposes from such an original budget when the purpose of such funds has not been previously specified.

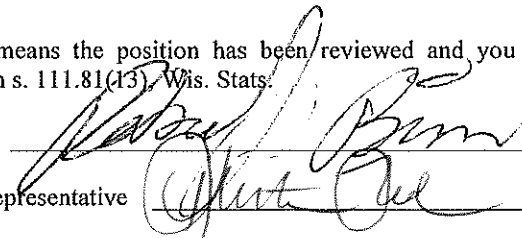
9. Rationale for the above conclusion (use additional paper if necessary):

This position serves as a member of the division's senior leadership team and is primarily responsible for the development of the biennial Capital Budget, the division's annual Operating Budget, and the division's financial transactions. This position participates in a significant manner the implementation of the State Building Program that is approved by the Governor and State Building Commission. This position provides high level advisory functions regarding budget authority, project balances and expenditure plans. This position also manages the process for contract bidding and procurements; and the staff with direct responsibility for all professional service agreements related to these processes. This position is also responsible for the management of all business, technology, and administrative operations for the division.

This position will assist the Deputy Division Administrator to develop, coordinate, evaluate and implement bureau plans, budgets, programs policies and objectives.

A signature below means the position has been reviewed and you have concluded it meets the definition of management found in s. 111.81(13), Wis. Stats.

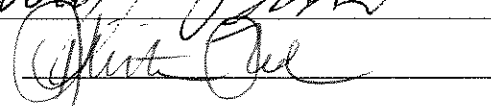
Supervisor Signature



Date

6-27-15

Human Resources Representative



Date

8/5/19

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL MANAGEMENT
DOA-15316 (C07/2015)
S. 230.09 WIS. STATS.
PREVIOUSLY OSER-DCLR-84



COMPENSATION & LABOR RELATIONS
101 E. WILSON ST, 4TH FL
MADISON, WI 53703

Supervisor Exclusion Analysis

This information is to be provided by the position's supervisor and reviewed by the agency central office human resources representative for both filled and vacant positions and must be submitted as part of any position description (PD) for a position performing supervisory responsibilities (i.e., if # 13 of the PD is checked YES). This information will be used to determine (1) if the position is performing supervisory functions and thus should be allocated to a supervisory classification and (2) what supervisory classification is appropriate based on the total duties of the position.

According to s. 111.81(19), Wis. Stats., a supervisor is any individual "who has authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, or to adjust their grievances, or to authoritatively recommend such actions" and "whose principal work is different from that of the subordinates." The criteria used by the Wisconsin Employment Relations Commission (WERC) to apply this definition include: the authority to effectively recommend the hiring, promotion, transfer, discipline or discharge of employees; the authority to direct and assign the workforce; the number of employees supervised (typically a minimum of 3 FTE permanent employees); the amount of time spent supervising; the number of other persons exercising greater, similar or lesser degrees of authority over the same employees; the level of pay, including an evaluation of whether the supervisor is paid for skill or supervision of employees; whether the supervisor is primarily supervising an activity or is primarily supervising employees performing the activity; whether the supervisor is a working supervisor or whether he/she spends a substantial majority of his/her time supervising employees; and the amount of independent judgment and discretion exercised in the supervision of employees. The WERC ultimately determines the appropriateness of supervisory exclusions.

Position Identification Data

1. Name of Employee (if filled): _____
2. Civil Service Classification: Budget & Policy Manager _____
3. Department and Division: Department of Administration; Division of Facilities Development & Management _____
4. Bureau, Section and Unit (or comparable): Bureau of Capital Budget and Construction Administration _____
5. Name and Classification of Supervisor: RJ Binau, Administrative Manager (Deputy Administrator) _____
6. Name and Complete Civil Service Title of Former Incumbent (if any): RJ Binau, Budget & Policy Manager _____

7. Supervisory Responsibilities

a. In view of the definition statement and criteria listed in the second paragraph of this form, does the incumbent of this position:

- (1) have the responsibility for directly supervising the activities of other classified employees? YES X NO _____
- (2) have the responsibility for supervising the activities of lower level supervisors? YES X NO _____
- (3) meet the definition statement and criteria? YES X NO _____

b. List the official classification titles and number of permanent classified employees (full or part-time) directly supervised by the incumbent. If this position supervises lower level supervisors, indicate the number of employees supervised by the lower level position(s) in parentheses after the classification title of the position. (NOTE: LTE, student, patient/inmate, volunteer, and unclassified employees should be specifically identified since the direction of these individuals is not considered to warrant supervisory status.)

1 Admin Program Management Supervisor (1 Enterprise Program Supervisor (3 Contract Specialists; 1 Enterprise Contract Officer; 1 Financial Specialist – Senior; 1 IS Business Automation Analyst)); 1 Cap Proj. Manager; 1 Budget & Policy Supervisor – Advanced (3 Budget & Policy Agency Analysts – Adv.) _____

(OVER)

DOA-15316 (C07/2015) CONTINUED

Supervisor Exclusion Analysis

c. What percentage of this position's total time is allocated to each of the following?

- 1) Supervisory functions (i.e. hiring, dismissing, disciplining employees, evaluating performance, settling grievances)? 20 ____
- 2) Activities relating to supervisory responsibilities (i.e., establishing operating procedures, reviewing work of subordinates, counseling subordinates on performance, training and orienting new employees, performing related administrative functions, etc.)? 30 ____
- 3) Performance of other work activities similar to those of the employees supervised? 25 ____
- 4) Performance of other non-supervisory work activities different from those of the employees supervised (including program administration)? 25 ____

*NOTE: The totals of c.1), 2), 3), and 4) must equal 100%. 100 ____
*100%

8. Organizational Relationships

List (in order of descending authority) the names and classification titles of all other positions in the employing unit in the chain of command over the employees listed in 7.b.

Naomi De Mers, Division Administrator _____
RJ Binau, Administrative Manager (Deputy Division Administrator) _____

A copy of the organizational chart must be attached for the immediate work unit (i.e., the organizational unit which includes the employees supervised), including the names and classifications of all employees.

9. Supervisory Activities

Is this position identified as a formal step in the employee grievance procedure? YES X NO ____
(If no, list below the name and classification of the first formal step in the grievance procedures for the employees listed in 7.b.)

A signature below means the position has been reviewed and you have concluded it meets the definition of supervisor found in s. 111.81 (19), Wis. Stats.

Supervisor John Binau Date 8-6-19
Human Resources Representative Naomi De Mers Date 8/5/19

To be completed by Incumbent (for filled positions):

I agree with the preceding statements.

I do not feel that the preceding statements are accurate for the reasons indicated below.

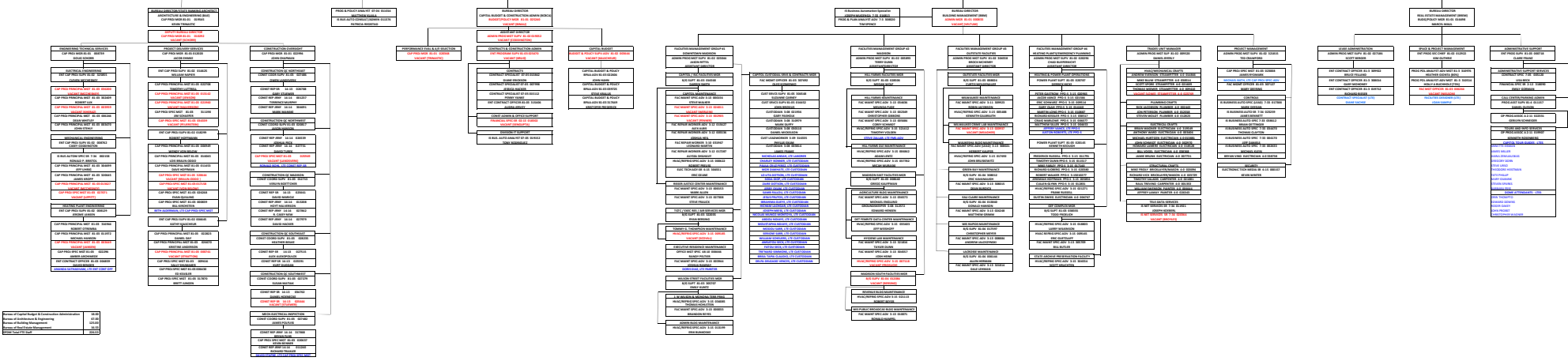
No Comment _____

Employee Signature _____ Date _____

VISION OF POLICE DEVELOPMENT & MANAGEMENT

- 1. A POLICE FORCE THAT IS
- 2. A POLICE FORCE THAT IS
- 3. A POLICE FORCE THAT IS
- 4. A POLICE FORCE THAT IS

Page 1 of 1



Chief of Police	1
Deputy Chief of Police	2
Chief of Police (Community Policing)	3
Chief of Police (Crime Prevention)	4
Chief of Police (Investigative Services)	5
Chief of Police (Operational Services)	6
Chief of Police (Professional Services)	7