Division of Intergovernmental Relations
Intergovernmental Services Team
Program & Policy Analyst-Adv

Position Summary

Under the general supervision of the Intergovernmental Services Team Leader, this position is responsible for administering the statutory Municipal Service Payments (MSP) Program for the Division of Intergovernmental Relations (DIR) in the Department of Administration. The MSP Program is a "payment in lieu of taxes" program providing payments to municipalities who provide police, fire/ambulance, and solid waste pick-up/disposal services to State-owned/UW-leased facilities. Annually, it is estimated that over $60 million in services are provided to state facilities across the state. The payments are prorated and determined annually, in part based on the value of the State-owned/UW-leased facilities reported to the MSP Program by the DOA and UW System and the net expenditures for those services reported by the site municipalities to the WI DOR. State-owned/UW-leased facilities are currently reported to be valued at over $19 billion across the enterprise. In creating the annual payment schedule for the Wisconsin Legislature, this position works with numerous State Agencies and the UW System, as well as several hundreds of municipal governments. As part of this program, the position analyzes and recommends policy, administrative, and technology changes to the Program Guidelines when needed, and implements them as approved by DOA leadership and as approved by the State Legislative Joint Committee on Finance (JCF). This position works independently or in concert with DOA legal counsel to interpret and apply the Statute and Program Guidelines, exercises judgement in applying statutory program regulations, and develops plans/procedures to address annual entitlement challenge resolutions.

The incumbent is also a primary member of the DIR's Municipal Boundary Review (MBR) team. They are the primary contact for/processor of all land transfer ordinance filing submittal correspondences, determining if submittals meet the statutory filing requirement criteria detailed in the DOA's Ordinance Filing Checklist, then maintaining the MDS database regarding filings of land transfer ordinances, boundary agreements and changes to corporate boundaries, supervisory districts, charter ordinances, new municipal incorporations, and reported or discovered clerk contact information. They participate in state statute analysis related to land transfer ordinance filing submittals, and DIR website postings of certain aspects of compliance with state statutes. Pursuant to the Governor's initial designation, the incumbent serves as the "Wisconsin BAS State Certifying Official," thus, being the State's primary contact with the federal Boundary Annexation Survey (BAS) Team and maintains State data/reports concerning municipal boundary changes, new municipal incorporations, and determining associated municipal geographic code updates.

Additionally, this position serves as an administrator of the State Data Center (SDC) and Demographic Services Center (DSC) for the DIR. They are the primary contact for and will analyze and make recommendations on various aspects of the State's participation in and coordination with the federal Census Bureau programs, including: 1) coordinating activities and participation in the decennial census on behalf of the State in cooperation with the Governor's official primary liaison, 2) creating and filing required annual reports, and 3) recruiting and leading the WI SDC Affiliate Network Members. Additional DSC responsibilities include aiding the statutory Population Estimates and Population Projections programs. The incumbent of this position leads and conducts the annual Housing Survey contacts with all municipal clerks and must exercise professional judgement in assisting and advising the DIR's Senior Demographer with the final reports for population estimates and projections.

Goals and Worker Activities

A. 40 % - Administer and Process the Statutory Municipal Services Payments (MSP) Program for the State of Wisconsin.

A1. Annually review program methodology and procedures used to inform the Program Guidelines' maintenance and proposed updates. Base proposed Guidelines' changes on economic factors, municipal and agency requests, and reported statutory changes. Proposed Guidelines' updates are first submitted to/approved by WI DOA leadership and then must be submitted to the Joint Committee on Finance (JCF) along with the annual scheduled payment report by November 15th of each year for JCF approval and subsequent MSP Program enactment/application in the following program year.

A2. Annually determine entitlement payment schedule pursuant to Program Guidelines based on reported State-owned/UW-leased buildings/building improvements data, municipal financial report data, and correspondences with State/UW and municipal contacts regarding confirmation of municipal services provided without any special charges or user fees. Prepare final payment schedule for submittal to legislative JCF by November 15th of each year.

A3. Annually consult with DET contact to maintain or update MSP Program App to ensure the system remains comprehensive and efficient to create accurate outcomes. Create and nurture partnerships with the DOA DFD/DFTS, the primary Agency/UW System contacts, and the WI DOR to obtain annual base data needed to complete preliminary payment schedule worksheets in a timely manner before the end of September and agency chargebacks before the end of December. Coordinate improvements to base data accuracy, quality, and completeness in partnership with the primary DFD/DFTS, Agency/UW, and WI DOR contacts to ensure efficient and well-based process outcomes are maintained.

A4. Develop standardized procedures and tasks for each month of May to obtain an annual inventory of individual State-owned buildings and other associated building improvements to the land from the primary DFD/DFTS contact, along with their reported values, compiled as of the prior calendar year's January 1. Work with the primary DET contact to import that data received into the MSP Program App.

A5. Utilize the MSP Program App each June to create preliminary reports for individual site municipality inventories of State-owned facilities as well as inventory lists per state agency. Conduct a set of annual tasks to compare previous program year values to current year program values to identify and confirm large differences between 1) reported individual buildings/other building improvements' values and 2) total reported values per site municipality, year-to-year. The current reported building inventory contains over 6,500 line-item records. The reported buildings/building improvements inventory needs to be checked annually for accuracy in regard to proper geocoding to the appropriate site municipality/jurisdiction and whether those facilities are subject to any special charges or user fees pursuant to MOAs, MOUs or any other negotiated Intergovernmental Agreements (IAs). Update any new No Service or Service Level Adjustments in the MSP Program App accordingly.

A6. Develop and maintain relationships with WI DOR staff to obtain the prior calendar year's Municipal Financial Report (MFR) data file regarding police, fire/ambulance, and on-site solid waste collection/disposal services. Consult with the Current DOR Municipal Expenditures & Revenue Data Contact to address any statutory or Program Guidelines changes that may impact the required MFR data requested for police, fire/ambulance, and solid waste services. In mid-August, request delivery of that annual Revenue Data file before the end of the first full week in September.

A7. Work with the primary DET contact to import that Revenue Data received into the MSP Program App. Run the Calculate Entitlement tool to determine preliminary entitlement eligibility based on the overall net expenditures for eligible services provided, adjusted gross entitlements, and determined pro-ration amount of the preliminarily scheduled entitlement payments.

A8. Prepare an informative mid-September mailing packet for preliminarily eligible site municipalities that includes a cover letter, the statutory Entitlement Worksheet with its Services Provided Certification Form and notice of the subsequent 20-day challenge/response deadline therein, a DOR Revenue Line Number Detail Report, an Individual Buildings for Municipalities report, and a Service Adjustment report. Resolve timely-submitted challenges or reported base data and services provided differences with Agency/UW and site municipality contacts.

A9. After all final base data or services provided adjustments are made, calculate the final payment schedule reports before the end of October. Work with the DIR Administrator and Department Secretary to finalize the statutory payments schedule report to the Joint Committee on Finance on or before November 15. Update the DIR website's MSP Program landing page reports ASAP thereafter.

A10. After 14 working days from the delivery date of the annual report to the JCF, begin to process

the statutory agency chargeback amounts with a request for non-GPR percentage data from Agency/UW System operating budgets, reported per site municipality jurisdiction.

A11. Maintain and update procedures with the Bureau of Financial Management to annually process the finalized scheduled payments and agency chargebacks through the STAR FIN system on February 1 or the first workday thereafter. Send FY Payment confirmation emails to eligible site municipality clerks and FY Agency Chargeback confirmation emails to primary Agency/UW System contacts ASAP thereafter to conclude that MSP Program year.

B. 25% - Serve as a Primary Municipal Boundary Review (MBR) Program Team Member

B1. Provide the primary oversight and administration of the State's online Municipal Data System (MDS). This includes providing technical support to other MBR staff and external users of the system and working with the Department's software developers (DET) on customizations and periodic functionality/maintenance updates.

B2. Initiate and participate in internal DOA/DIR correspondences and discussions regarding MBR Program interpretations of applicable state statutes in regard to procedural applications and revisions. Assist MBR Team Lead with detailed updates to the MBR Program guidelines, the Ordinance Filing Checklist, and other DIR MBR website postings.

B3. Act as the MBR Team's primary contact for and processor of local government documents submitted for statutory filing in the MDS database. Enter, maintain, and provide quality control of data in MDS, including Land Transfer Ordinances, Corporate Boundaries, Supervisory Districts, Charter Ordinances, Incorporations, Clerk Information and other information managed by the system.

B4. Correspond with and assist local government units in preparing land transfer ordinance documents that include the required statutorily compliant component parts for statutory filing with the Department. Maintain contacts with municipal clerks or designated municipal legal counsel or other staff regarding filing submittals that don't currently meet the required ordinance filing standards, including providing recommendations for filing compliance remedies.

B5. Process and email copies of the MDS Admin tab's monthly "Create DOR Data" reports to designated WI DOR staff during the first week of each month. As needed, follow up with State LTSB, WEC, DOR, and other State, County or Municipal entity contacts regarding filed or suspended ordinance filing submittals.

B6. Serve as the State's Boundary Annexation Survey (BAS) State Certifying Official for the State of Wisconsin. [Requires DIR Administrator's request to the Governor to appoint the incumbent to this position.] As notified by the Federal BAS Team, conduct the annual BAS State Certification Program Review. If cancelled, alternatively conduct a similar review of posted state-based legal boundary change files on the Census Bureau's BAS website in early January. Correspond with BAS Team, State LTSB, WEC, municipal clerks, and other interested partners regarding any conflicts between annual BAS files and MDS land transfer ordinance filings.

B7. Provide timely updates to Federal and State partner agencies interested in new municipality incorporations and existing municipality dissolutions. Review and create associated new DOA Codes (geocodes) for new municipal jurisdictions and coordinate recommendation of proposed associated new DOR Codes with DOR LGS Director. Along with the role of State Data Center administrator, maintain and update the Demographic Services Center's "Wisconsin Geography and Maps" landing page files (Excel) pursuant to newly incorporated and newly dissolved municipal jurisdictions.

C. 15% - Serve as a State Data Center administrator per the State of Wisconsin/U.S. Census Bureau MOA

C1. Per the U.S. Census Bureau/State of Wisconsin MOA, act as the Facilitator of U.S. Census Bureau program data distribution, Bureau expertise, and correspondences on behalf of the State of Wisconsin, serving as the State Data Center (SDC) administrator on behalf of the Department of Administration, which is the State's lead organization as designated by the Governor.

C2. Analyze and coordinate the Agreement's stated goals and operations of the SDC Program as

necessary and appropriate per the Agreement and as budgeted by the State Legislature, including the development of a joint working relationship and publishing of statutory State reports based in part on U.S. Census Bureau decennial census data or other periodic product data as needed or directed by statute.

C3. Help to make U.S. Census Bureau data locally available to the public by assisting a network of State Agencies, universities, libraries, other county/local governmental units, and regional planning commissions users in acquiring Census Bureau data and technical assistance when requested. Assist other individuals, businesses, and groups acquire, interpret, and use Census data when requested. Provide prompt, courteous responses to public inquiries regarding decennial census and other demographic data.

C4. Continuously maintain training in accessing and using U.S. Census Bureau data products through its online retrieval systems, via periodic webinars, virtual quarterly SDC Lead meetings, and/or annual SDC Lead training conferences (as permitted pursuant to other competing State statutory program commitments).

C5. Conduct ongoing correspondences with Census Bureau staff and the Wisconsin State Data Center's Affiliate Network Members to assist the Census Bureau in identifying and responding to the changing needs of both the State Data Center-supported Programs and other Wisconsin-based or associated users of their data products. Schedule and lead an annual meeting with the State's Affiliate Network Members to facilitate better Federal, State, and local coordination.

C6. If assigned by the Governor, serve as the Governor's Decennial Census Liaison; otherwise provide support for the appointee as directed by the DOA Secretary or DIR Administrator.

D. 15% - Serve as a Demographic Services Center Administrator

D1. In conjunction with the Department's Senior Demographer, this position provides data inputs and analysis for the statutory annual Population Estimates Program and decennial Population Projections.

D2. Maintain an understanding of timelines, procedures, and techniques necessary to produce accurate annual municipal and county population estimates and decennial projections for legislative and executive needs, including state revenue sharing purposes.

D3. Coordinate and conduct various communications regarding the Programs' administration, including running the Clerk Update Email tool in the MDS database's Email Center in early-January and mid-July.

D4. Coordinate and disseminate the annual Housing Survey via the MDS database's Email Center to municipal clerks regarding the count of residential housing unit additions and disposals permitted, and land transfers enacted during the prior calendar year. Conduct the annual housing survey in four phases starting in late January and concluding in mid- to late April.

D5. Upon request, assist the State's Senior Demographer collect, analyze, and evaluate statistical data for the Population Estimates Program. The collection of data may include contacting other state agencies and local governments to obtain data necessary for development and refinement of annual estimates.

D6. Each July, assist the State's Senior Demographer adjust preliminary estimates and review the scope of the estimates' changes.

D7. Upon request, assist the State's Senior Demographer acquire and analyze administrative data that can be used in reviewing formal population estimate challenges. Participate in the reviews and make appropriate recommendations to the senior demographer for retention or revision of the estimates.

D8. Upon request, collect, analyze, and evaluate statistical data for the Administrator or Supervisors of the Division of Intergovernmental Relations.

D9. Upon request, assist the State's Senior Demographer develop ways to collect, analyze, evaluate, and publish statistical data for the Wisconsin Population Estimates and Projections programs for placement on the DIR website.

D10. Utilize the computerized Population Estimates System to assist the Senior Demographer complete preliminary population estimates' adjustments/raking.

D11. Upon request, assist the State's Senior Demographer in preparing and making formal presentations regarding demographic trends, census profiles, and projections. Assist the State's Senior Demographer in developing or reviewing drafts of newsletter articles, press releases, brief analyses, and longer in-depth analyses on various demographic and estimation topics. Communications must be clear, concise, and appropriately worded for the audience's level of technical expertise.

E. 5% - Other duties as assigned

E1. Perform special projects as assigned by Administrator or Bureau Director. Projects are performed on an independent basis.

E2. Maintain materials documenting workflow for all essential work tasks related to position.

Position Description - Knowledge, Skills, Abilities

1. Extensive knowledge of principles and practices of program planning and development.
2. Extensive knowledge of principles and practices of policy analysis and research.
3. Extensive knowledge of the principles and practices of strategic planning.
4. Extensive knowledge of the principles and practices of organizational analysis.
5. Extensive knowledge of the principles and practices of program assessment.
6. Extensive knowledge of effective data collection, research, and analytical skills relating to state and local government finances.
7. General knowledge of techniques used to develop fiscal estimates and project costs related to proposed program policy changes.
8. Extensive knowledge of conducting research and participating in inter-agency initiatives.
9. Effective oral communication skills including presentation, training techniques, and group facilitation.
10. Ability to communicate effectively in writing, including through technical reports for diverse readerships.
11. Ability to work effectively in a team environment and independently.
12. Advanced skill in consensus building, negotiation, and securing cooperation in situations where conflicting objectives exist.
13. Ability to work with Department management in sensitive areas of public policy and program management to facility analysis and/or improve program and/or planning.
14. Familiarity with the United States Public Land Survey System.
15. Ability to interpret many types of legal descriptions.
16. Thorough knowledge of statutory requirements related to municipal boundaries and changes to municipal boundaries.