Program and Policy Analyst - Advanced
Wisconsin Board for People with Developmental Disabilities

POSITION SUMMARY

Under the general supervision of the Executive Director of the Board on People with Developmental Disabilities (Board), this position performs comprehensive public policy analysis including research, planning and evaluation to determine impacts on people with disabilities. This position works with the Board in supporting the development of well-informed self-advocates who can advise on and impact statewide policy for people with disabilities. This position also provides technical assistance to Wisconsin's statewide advocacy self-advocacy organization. This position also works with the Board and its partners to provide communications on the Board's policy positions to the Legislature, other advocates and the public. This position requires a thorough knowledge of state and federal legislation relating to people with developmental and physical disabilities.

50% **A. Lead Programs and Statewide Policy Initiatives on Self-Determination**

A1. Develop, lead, and evaluate statewide projects that result in an increase in the number of people with disabilities using self-determination skills to make choices in their lives, and increase health, safety, independence and well-being of people with intellectual/developmental disabilities (I/DD) living in the community

A2. Research evidence base for, and establish Request for Proposals, contracts. Manage contractors and evaluate impact of projects related to Self-Determination, including development of state and federal recommendations based on findings

A3. Lead coordination for Supported Decision-Making and statewide Self-Advocate Leader Network, including researching best practices, evaluating approaches, managing contractors and overseeing deliverables and products

A4. Solicit input from, communicate with, and support self-advocates and others with developmental disabilities to ensure their voice is represented in all aspects of BPDD work.

40% **B. Lead BPDD efforts to support our statewide self-advocacy organization**

B1. Coordinate and manage technical assistance support to People First, our statewide self-advocacy organization, including identifying and implementing best practices, evaluating efficacy, and making recommendations based on findings at the national level.

B2. Assist People First Board of Directors in meeting contract deliverables, including support in evaluating progress and outcomes.

B3. Coordinate project evaluation activities, including providing technical assistance and training on how to evaluate projects effectively and make continuous improvement based on evaluation findings.

B4. Assist with reviewing and approving speakers and prepping self-advocate speakers preparing for statewide Self-Determination conference

B5. Co-create trainings with people with lived experience, testing and delivering those models to statewide partners and disseminating best practice guidance to national partners.

5% **C. State Plan Coordination**

C1. Assist with state plan input activities, including working with diverse groups to elicit their ideas, feedback and recommendations in development of state plan goals and objectives that are aligned with the Board's mission and federal requirements.

C2. Assist in the development of the 5-year State Plan, including researching and writing about projects, results, and implications for policy.

5% **D. Support to the Board**

D1. Identify and support new initiatives, including grant funding, to support activities included in the Board's five-year state plan.

D2. Participate on National strategic planning calls related to self-determination, self- advocacy and supporting self-advocacy organizations.

KNOWLEDGE, SKILLS AND ABILITIES

1. Extensive knowledge of federal and state legislation regarding people with disabilities, their families, and the service and support system.
2. Knowledge of evidence-based strategies and evaluation as it relates to self-determination

3. Experience working and collaborating with self-advocates with developmental disabilities and supporting them to access professional opportunity.
4. Experience developing and testing trainings or programming co-created with people with lived experience.
5. Experience writing for and coordinating multi-partner and multi-year funding opportunities including knowledge of federal grant procedure and compliance
6. Excellent oral and written communication skills, including technical (contract) writing and writing for self-advocates
7. Extensive knowledge of program planning principles, including the ability to develop policies, procedures, and rules.
8. Knowledge of data collection and analytical methods.
9. Financial budgeting and billing skills.
10. Ability to develop policy positions and written products.
11. Ability to work independently and prioritize and handle multiple tasks.
12. Ability to work effectively in teams, including in a leadership role.
13. Ability to work well with a variety of organizations while representing the perspective of BPDD.
14. Training and technical assistance skills for a wide range of audiences, including people with developmental disabilities.
15. Ability to focus on agency mission and long-range goals while managing detailed, short-term projects and reports.
16. Knowledge of, and ability to, develop, manage, monitor and evaluate self-determination and self-advocacy projects.