

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ASSISTANT ADMINISTRATOR, DIVISION OF STATE EXECUTIVE BUDGET
AND PLANNING

I. DEFINITION

This is highly responsible administrative budget, policy planning, and legislative and management analysis work of a complex nature in the Department of Administration. The position allocated to this classification develops and coordinates all of the Governor's nonbudget bill legislation; represents the Division Administrator in activities related to legislative committees, including s. 13.10 emergency fund requests before the Joint Committee on Finance, and in activities and meetings with other state agency officials, representatives of the federal government, or private organizations as sensitive or controversial issues arise; acts as a liaison between the executive branch and local governments; supervises or coordinates the Capital Finance Office and special projects; and manages general division operations, including: development and monitoring of the internal operating budget; development of data processing plans and acquisitions; position recruitment evaluation and promotion; review of correspondence; and public affairs. Work is performed under the general supervision of the Division Administrator.

Examples of work performed:

- Coordinate legislative bill analysis function for executive branch.
- Draft legislation, issues papers, and speeches and lobby Governor's program through legislature in cooperation with the Secretary's Office and the Governor's Office.
- Assist legislators in drafting, packaging and selling legislation consistent with the Governor's goals.
- Monitor legislation to develop an "early warning" system to target bills both consistent and inconsistent with the Governor's goals.
- Serve as the Governor's representative at Joint Finance Budget discussion groups in the absence of the Budget Director.
- Present and lobby the Governor's recommendations under s. 13.10 to the Joint Finance Committee.
- Negotiate budget changes with Joint Finance Committee members and legislative leadership, if Budget Director has approved.
- Appear at legislative hearings and meet with legislators to explain or clarify division activities, to describe impact of actions under consideration and to respond to specific concerns of legislators.
- Represent the Administrator in meetings with top level administrators of other state agencies, the federal government and other organizations as sensitive or controversial issues arise.
- Develop major state-local policy options for review by the Administrator, Secretary and Governor for inclusion in the Governor's budget bill and separate legislation.
- Negotiate legislative differences with Milwaukee city and county officials as well as other elected officials.
- Supervise Capital Finance Office, including initiation and coordination of state's capital finance program.
- Develop state's debt policy in conjunction with the state's Capital Finance Officer.
- Initiate, coordinate and supervise special analytic studies of divisionwide or statewide significance that cross several budget office teams' areas of responsibility. Staff personnel report directly to this position for these assignments.

- Oversee administration of personnel programs within the division, including organizational changes, staffing needs and compensation issues.
- Represent the Administrator on various Department of Administration task forces and working groups.
- Respond to questions from the public, interest groups or media on budget policies and issues.

II. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

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