



**MILWAUKEE  
PUBLIC SCHOOLS**

Administration Building  
5225 West Vliet Street  
Milwaukee, WI 53201-2181  
P. O. Box 2181  
Area 414: 475-8205

## OFFICE OF HUMAN RESOURCES

### Job Information

<b>Job Title:</b> <i>Specialist, Legislative Policy</i>	<b>Last Revised/Approved:</b> <i>Entered by Compensation</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Board Clerk</i>
<b>Office:</b> <i>Office of Board Governance</i>	<b>Department:</b> <i>Governance</i>

### Compensation Information

<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <i>Exempt</i>	<b>Term of Employment:</b> <i>FT</i>

### Position Summary/Purpose:

Develops, analyzes and communicates the legislative and public policy needs of Milwaukee Public Schools and the children whom the district serves.

### Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

### Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

- Develops and implements aggressive legislative agendas for the federal, state and local levels of government.
- Assists departments and schools in leveraging additional resources from other governmental entities.
- Monitors, analyzes and makes recommendations regarding legislative and administrative proposals that impact education in Milwaukee.
- Builds coalitions of legislators, interest groups and citizens in an effort to achieve the legislative goals of the district.
- Advocates the needs of Milwaukee Public Schools in front of various boards and commissions.
- Coordinates grant and aid activities for the district to help ensure that Milwaukee receives its fair share of federal and state money.
- Develops the Administration's recommendations to the Legislation, Rules and Policies committee.
- Manages the Legislative Policy Development Section.

- Communicates all legislative developments to the Board in a timely manner.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

### ***Experience Requirements:***

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are required
- Strong planning, organizational and negotiation skills are necessary
- Skill at organizing resources and establishing priorities
- Excellent teamwork skills are essential
- Accuracy and clarity are essential
- The ability to develop effective working relationships with diverse individuals at all levels is required
- The ability to gather data, compile information and prepare reports is required
- Must be able to identify and utilize resources available within the community
- Knowledge of state and federal laws surrounding attendance is required
- Skill in human relations which demonstrates sensitivity to needs and concerns of others.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Typical office or school environment with extensive state travel required
- Position will be required to work additional hours, outside of the normal business day as a regular part of the job.

## **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.