



**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>Board Policy Specialist</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:

Prepares an analysis of the district's annual budget prior to Board review and approval. Prepares analyses of any District issues, programs, initiatives or changes which affect District policies or operations. The Board Policy Analyst is also responsible for working as a member of the Office team to produce research projects as assigned.

### 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?*

- Analyzes and reports on administrative actions which affect Board rules, District policies, procedures and operations.
  - Analyzes the District annual budget to identify trends, changes and other matters of importance to the Board.
  - Assists with open records requests and drafting of requests for City Attorney opinions.
  - Compiles information requested by the Board Director and the Board Information Officer.
  - Drafts new or revised rules, policies and procedures; assists with the updating of the Board rules and Policy Manual.
  - Assists with the strategic planning function of the Board.
  - Prepares updates for the Board's website.

- Drafts resolutions for Board members as assigned.
- Serves as secretary for Board and Committee meetings as assigned.
- Assists with the disposition of constituent and hotline complaints.
- Evaluates the achievement of outlined program objectives.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

## **Job Requirements:**

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

- Position requires a bachelor's degree in business administration, public administration or a similar field.
- A master's degree is preferred.

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

- Five plus years of experience working in an educational or public administration position required.

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

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Experience supervising staff and managing budgets is required.
- Excellent teamwork skills are essential.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required.
- Must be able to juggle numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports is required.

## **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.