



**POSITION DESCRIPTION**

<b>JOB TITLE: Senior Fiscal Policy Analyst</b> Job Class:	
<b>DATE</b>	Office of Accountability
<b>BARGAINING UNIT:</b> ASC - Exempt	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Provides transparency, oversight, and accountability to District financial operations. Researches and evaluates fiscal performance of the District and its programs and makes recommendations to strengthen fiscal stewardship for Milwaukee Public Schools MPS). Publishes district financial and programmatic information to the public in a wide variety of formats and oversees the work of others in providing information to the public.</p>	

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Conducts evaluations of district programs. Makes recommendations for improvement and attempts to add transparency in areas studied when appropriate. Evaluates implementation of recommended improvements.
2. Analyzes Board items and legislative proposals and develops recommendations and options for consideration by the Board of School Directors and other MPS stakeholders.
3. Recommends outcome-based program measurements for district services.
4. Develops and conducts various district-related studies on an as-needed basis.
5. Reviews district grant expenditures and makes recommendations for grant monitoring, implementation, reporting and managing.
6. Develops, edits and publishes guides and documents to enhance public understanding and improve the communication of MPS fiscal and policy functions.
7. Assists the department with updating and maintaining the technology. Develops, maintains and monitors the Office of Accountability website.
8. Reports to the Board's Committee on Accountability, Finance and Personnel and serves as a liaison to other Board committees as needed.
9. Actively supports the MPS Strategic Plan.

10. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Chief Accountability and Efficiency Officer.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Oversees the work of a clerical staff member.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Public Policy, Public Administration, Public Finance or related field; a master's degree is preferred.

**Experience Requirements**

Three to six years experience as a senior level analyst in government/public sector budgeting or program evaluation/audit program is required.

**Knowledge, Skills, and Abilities**

Effective oral and written (narrative) communications skills are essential. Knowledge of public policy, practices and principles, program evaluation and government budget techniques is required. Effective research skills, including the ability to analyze complex issues and formulate recommendations. Experience using various computer programs including Excel, MS Word, Quark and Publisher. Knowledge of photo and video editing programs and developing and producing publications is a plus. Considerable experience developing and maintaining websites and preparing information and documents for presentation to the general public. Ability to work cooperatively and independently with a diverse population is necessary. Considerable experience working with policymakers in a governmental setting 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.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**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.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**