

January 10, 2012

**DEPARTMENT OF CORRECTIONS
DEPARTMENT-WIDE TRANSFER ANNOUNCEMENT**



Budget & Policy Analyst Agency - Advanced

LOCATION: Central Office; Division of Management Services; Madison, WI.

WHO MAY APPLY: This permanent position (pay range 81-03) is open to any state employee within the Department of Corrections (DOC) **not** serving in a limited term or project appointment who is eligible to be appointed to this position by transfer or voluntary demotion.

This includes persons currently classified as Budget & Policy Analyst Agency - Advanced (pay range 81-03), persons in other classifications in the same or counterpart pay ranges who meet the qualifications and persons qualified and currently in a higher classification who are willing to take a voluntary demotion.

SALARY: Salary will be set in accordance to the Department's broadband pay policy as it refers to transfer or demotion. A six month permissive probationary period may be required. This is a non-represented position.

JOB DUTIES: This position provides staff services to the Office of the Secretary, Division of Management Services Administrator and the Bureau of Budget and Facilities Management Director to facilitate decision-making in specific assigned program areas at the departmental level in regard to the Department's biennial budget and associated policy areas. Responsibilities also include preparation of fiscal notes; cost benefit analyses, analysis of legislation, statutes, programs, policies, practices, and organization structures throughout the Department; and response to information requests from within and outside of the Department.

KNOWLEDGE REQUIRED: Knowledge of budget or finance/policy principles, practices and techniques; state budget operating process; principles and methods of quantitative and policy analysis; program planning and evaluation techniques; MS Office Suite (Word, Excel, Access, Outlook); ability to comprehend and summarize a variety of complex written documents; present departmental positions in public forums where differing opinions are frequent; possess well developed oral and written communication skills; and ability to establish effective working relationships under short timelines with a variety of people.

NOTE: Applicants must be legally entitled to work in the United States (i.e., a citizen or national of the U.S., a lawful permanent resident, an alien authorized to work in the U.S. without DOC sponsorship) at the time of application.
The Department of Corrections will conduct criminal background checks on applicants prior to selection. Upon hire, all new DOC employees are subject to fingerprinting.

HOW TO APPLY : Submit a letter of interest (including your current classification) and resume outlining your relevant training and work experience, focusing on the job duties cited above, to Bob Conner, DOC/BPHR, 3099 E. Washington Avenue, Madison, WI 53704 or email to bob.conner@wisconsin.gov.

Application materials must be received in BPHR - DOC Central Office **by Wednesday, January 25, 2012**. Application materials will be reviewed and qualified candidates will be invited to participate in the next step of the selection process.

CONTACT: Bob.Conner@wisconsin.gov or 608-240-5403.