

# LEGISLATIVE FISCAL ANALYST-LEAD

## *Legislative Reference Bureau*

*The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

### **PURPOSE:**

The Legislative Fiscal Analyst-Lead conducts research, drafts bills, analyzes budget items and performs fiscal review and other related duties for the Common Council and City agencies.

### **ESSENTIAL FUNCTIONS:**

- ❖ Draft ordinances and resolutions for Common Council action.
- ❖ Provide background papers on potential budget issues for Common Council member consideration.
- ❖ Evaluate budget requests and Mayoral recommendations; provide written and oral analyses to Common Council members.
- ❖ Develop and provide budgetary alternatives; prepare budget amendments and conduct fiscal, economic and program analyses.
- ❖ Monitor state and federal aid and analyze county, state and federal legislation affecting the City.
- ❖ Evaluate capital improvement requests, fiscal notes, funding requests and other matters that come before committees.
- ❖ Provide technical assistance to task forces and ad hoc bodies by conducting background research, gathering pertinent data, preparing reports and serving as a resource.
- ❖ Draft and conduct surveys; prepare analyses on a variety of urban topics; gather data in order to prepare, interpret and analyze reports and perform research on municipal government functions, operations and organizations.
- ❖ Advise and assist city departmental personnel in the preparation of reports, documents and other matters relating to Council action.
- ❖ Provide GIS (geographic information system-computer mapping) services to Common Council members and City departments.

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

### **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in business, public administration, economics, political science, urban affairs, urban planning, information science or closely related field from an accredited college or university.

**NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov) or sent to Box LFAL, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.**

2. Three years of related experience in conducting research, evaluating budgets, performing fiscal review or doing management analysis.

NOTE: Equivalent combinations of education and experience may be considered.

### **DESIRABLE REQUIREMENT:**

Master's degree in business administration, public administration, urban affairs, economics, political science, information science or closely related field from an accredited college or university.

### **KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- ❖ Knowledge of research techniques
- ❖ Knowledge of and ability to apply advanced statistical procedures to data; translate statistical data into clear, concise and understandable written reports and graphical representations

## ***Legislative Fiscal Analyst-Lead***

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- ❖ Exceptional ability to analyze complex problems
- ❖ Ability to interact with City policymakers and top management personnel
- ❖ Oral communication skills including the ability to make oral presentations
- ❖ Written communication skills, including the ability to prepare written reports and other communications.
- ❖ Skill in interpersonal relations including the ability to establish effective working relationships with a variety of individuals
- ❖ Ability to read and interpret written materials, including laws, statutes, regulations and ordinances
- ❖ Sound judgment and problem solving skills
- ❖ Planning and organizing skills and the ability to manage multiple assignments simultaneously and meet deadlines
- ❖ Ability to use Microsoft Word, Excel, Powerpoint, spreadsheet and statistical software (including SPSS), perform database queries and effective web searches

### **SALARY (2HX) IS:**

The current starting salary is \$54,322 annually for City of Milwaukee residents. The non-resident starting salary is \$53,519. Appointment above the minimum is possible. An excellent benefits package is offered.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral other performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **July 18, 2014**. Receipt of applications may be discontinued at any time after this date without prior notice. However recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-3751.

**APPLICATIONS** and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling 414.286.3751.

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