

LEGISLATIVE FISCAL ANALYST-LEAD

Recruitment #1902-4784-001

List Type	Original
Requesting Department	COMMON COUNCIL - CITY CLERK
Open Date	2/15/2019 10:35:00 AM
Filing Deadline	3/8/2019 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Under the general direction of the Legislative Research Supervisor, the Legislative Fiscal Analyst-Lead conducts research, draft 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 and evaluate budget requests and papers for Common Council member consideration.
- Prepare budget amendments and conduct fiscal, economic and program analyses for Common Council members.
- Evaluate budget requests and Mayoral recommendations; provide written and oral analyses to Common Council members.
- Evaluate capital improvement requests, fiscal notes, funding requests, and other fiscal 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 the Common Council.
- 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, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

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

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- A Master's degree in business administration, public administration, urban affairs, economics, political science, information science, or a closely related field from an accredited college or university.
- Experience working with elected officials.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of legislative and fiscal research techniques.

- Knowledge and ability to apply advanced statistical procedures to data, to translate statistical data into clear, concise and understandable written reports and to create graphical representations.
- Ability to interpret city policies and ordinances.
- Ability to think critically and analytically to problem-solve, make decisions and use sound judgment.
- Interpersonal and customer service skills to be able to establish and maintain effective relationships with elected officials, departmental personnel and the general public.
- Ability to work effectively in a diverse, team-oriented environment.
- Ability to read and interpret written materials, including laws, statutes, regulations and ordinances.
- Written and oral communication skills, including the ability to prepare written reports and the ability to make oral presentations.
- Ability to work effectively under pressure and tight time constraints to manage multiple assignments.
- Ability to use standard computer software and programs such as word processing, spreadsheet, database, statistical software (including SPSS), perform database queries and effective web searches.
- Ability to perform research.
- Ability to perform accurate data entry.
- Ability to exhibit exemplary professionalism.
- Ability to exercise tact and diplomacy.
- Ability to represent the department honestly and ethically as well as to maintain confidentiality.

CURRENT SALARY

The current salary range (Pay Range 2HX) for City of Milwaukee residents is \$54,865-\$76,806 annually, and the non-resident salary range is \$53,519-\$74,922. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules

- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2019>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or 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.

INITIAL FILING DATE - The examination will be held as soon as practical after **Friday, March 8, 2019**. 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 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.

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION

EEO 204

The City of Milwaukee values and encourages diversity and is an equal opportunity employer

