

Department of Natural Resources  
Position Description

**Classification:** Program and Policy Analyst - Advanced

**Working Title:** RR Program Policy Coordinator

**Position Summary:** This position will provide statewide support within the Remediation and Redevelopment (RR) program for the development and management of programmatic initiatives and policies. This position requires extensive knowledge of the RR program to enable the employee to work effectively on a wide range of policy and legislative issues, such as environmental liability, brownfields financial incentives, emerging contaminants, municipal best practices, performance metrics and other issues associated with the cleanup of contaminated sites.

As the Policy Coordinator, this staff person will coordinate the work of multi-disciplinary teams to develop program planning, policy, and procedures related to complex scientific and policy issues. This position will be responsible, within the direction of the management team, for setting goals, objectives and strategies, and implementation of policy initiatives. The position will work independently with other WDNR Program staff, as well as staff from other state and federal agencies, legislature, tribal entities, municipalities and other external partners. This position will also require interaction with stakeholders through participation in workgroups and communication and outreach efforts.

**Geographic Scope and Travel Requirements:** This position is based in Madison. Occasional in-state travel for training or meetings may be required.

**Scope of Authority:** This position works under general supervision and reports to the RR Brownfields, Outreach and Policy Section Chief. Tasks in this position are carried out at the statewide level. This position involves independent interaction with, direction from, and reporting to the RR management team; interaction with the Secretary's office, high levels of state government, and US EPA; and interaction with external customers, such as elected officials.

**Goals and Activities:**

**35% A. Coordinate identified and emerging policy development.**

- A1. Function as a statewide team leader on emerging policy issues. Working with the directors and section chiefs, coordinate planning efforts for emerging issues. Plan, monitor and oversee the development of these policy initiatives. Lead coordination of RR and department topic experts, with support of supervisors, to oversee assignments and progress on policy development.
- A2. Serve as liaison between existing groups/teams working on similar or related policy issues. Implement and coordinate specific workgroups including internal and external members, to identify and resolve technical, process and policy issues.
- A3. Work with external customers as appropriate to determine program approaches to technical and policy implementation issues, emerging issues, and process updates. Gather input, define issues, identify goals and objectives, and set implementation timelines.
- A4. Recommend policy changes to RR management team. Provide advice on the impacts of proposed changes and evaluate potential impacts of proposed policy changes to current RR program regulations.

- A5. Lead department assessments of pending Federal regulations and state legislation affecting the RR program and recommend program actions in response.
- A6. Develop close working relationship with similar staff positions from other states and stay abreast of regional and national issues.
- A7. Develop issue briefs and budget initiatives related to recommended policy changes.

**30% B. Lead the development and implementation of strategic initiatives.**

- B1. Function as the statewide team leader on assigned strategic initiatives. Develop workplans/goals/objectives and oversee the work products of assigned teams. Prepare project and team charters and lead team meetings.
- B2. Coordinate internal and external workgroups to gather input, define issues, identify goals and objectives, and set implementation timelines.
- B3. Prepare reports to management, staff, and division on progress of strategic initiatives.
- B4. Develop issue briefs and budget initiatives related to strategic implementation.
- B5. Serve as the RR program's representative on multi-disciplinary interdepartmental, stakeholder and advisory teams as required.
- B6. Develop and implement roll-out and outreach plans for assigned projects. Coordinate drafting, review and dissemination of messaging. Ensure timelines are met and provide report-outs to management and the Office of Communications, as necessary.

**30% C. Lead development of guidance, processes and administrative rules associated with strategic initiatives and emerging issues.**

- C1. Work with management to set goals, objectives and strategies for prioritization and completion of guidance documents based on strategic initiatives, as well as department-wide directives.
- C2. Lead development of guidance documents, job aids, and process documents related to implementation of strategic initiatives. Seek and interpret legal review as necessary on guidance documents. Provide recommendations on legal issues and applicability of 21-day public participation. Ensure RR program implementation of administrative code stays in compliance with Act 21 provisions. Develop and provide trainings to externals and staff.
- C3. Lead the development of statewide templates for emerging issues. Work with management to implement use of statewide templates, including training of staff. Provide support for the review of regionally drafted documents as necessary.
- C4. Serve as a policy expert for staff drafting administrative rule revisions. Provide editorial and process support. Facilitate review of existing guidance documents, websites, processes and procedures to ensure compliance with revised rules.

**5% E. Other duties as directed.**

**Knowledges, Skills and Abilities:**

Upon Appointment:

- 1. Ability to conduct analysis of complex legal, technical and policy issues and to present those to decision makers in an effective manner.
- 2. Ability to communicate verbally and in written form in an effective manner, particularly taking complex materials and translating them into layperson's terms.
- 3. Bachelor's degree or higher in a public administration or environmental field.

4. Course work or similar experience in environmental policy or environmental law.
5. Knowledge of cleanup requirements in Wis. Admin. Code NR 700 series.
6. Knowledge of scientific principles and processes related to the investigation and cleanup of environmental contamination.
7. Ability to plan and manage multiple projects
8. Skilled in effective writing and presentation techniques
9. Ability to lead, delegate, foster team participation, ensure quality assurance, address conflict resolution and time management.
10. Ability to work with external stakeholders and elected officials in a professional manner.
11. Ability to solve complex problems, sound reasoning, independent judgment and initiative to accomplish tasks.

Full Performance:

1. Knowledge in the interpretation of Wisconsin statutes and administrative code governing activities of the Remediation and Redevelopment Program, especially Wis. Stats. ch. 292 and Wis. Admin. Code NR 700 series.
2. Expert implementation of Act 21 requirements.
3. Familiarity with all aspects of emerging issues and strategic initiatives within the Remediation and Redevelopment program and Environmental Management division.
4. Ability to convey program/division/departmental policy on emerging issues in a professional manner to all types of stakeholders.

**Physical Requirements and Environmental Factors:**

Strength Requirements

Medium work – exerting 20-50 pounds of force occasionally – less than 10% over a year's time.

Physically, this position will spend a portion of time indoors, doing work on computers and in meetings and working with other program staff. Periodically the position will travel to give presentations. This will require driving and may require occasional lifting/carrying of materials.

Environmental Factors -- The position will spend approximately 90% of the time indoors.

**Telework Evaluation:** Telework is not a viable option for this position at this time.

## **Appendix Competencies**

**Decision Making:** Able to analyze situations fully and accurately to reach productive decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to make the best decision possible, at the correct level of the decision hierarchy. Calculates and evaluates the long-term consequences of decisions. The desired outcomes for this competency are excellence and credibility in decisions made. Makes fair decisions on clearly based objective criteria rather than personalities.

**Service Excellence:** Makes customer service a top priority and constantly seeks to improve customer service. Is responsive to changes in what customers want and need. Delivers on promises made to customers and follows up appropriately. The desired outcomes for this competency is a strong connection to our customers.

**Effective Communication:** Able to express ideas in a clear, concise and effective manner, whether speaking or in writing. Uses correct grammar and sentence structure in communications. Is a good listener, even when differing viewpoints are expressed. Openly shares information and keeps all relevant parties updated. The desired outcomes for this competency are a shared mind set and pool of meaning.

**Interpersonal Relationships:** Builds and maintains effective working relationships with others both internally and outside the organization; takes a positive and productive approach to resolving any conflicts which may arise. Exemplifies the commitment to the DNR's core value of respect; to work with people, to understand each other's views and to carry out the public will, maintain integrity, and treat everyone with fairness, compassion and dignity. The desired outcome for this competency is strategic unity built on trust.

**Leadership:** Fosters and encourages support from his/her team to accomplish objectives, follow procedures, and accepts suggestions; inspires confidence and respect; motivates people to achieve agency goals and objectives; promotes respect, honesty, integrity, and fairness to all. Enforces standards/rules fairly and consistently and leads with courage. The desired outcomes for this competency are accountability through ownership of the work, staff alignment with the agency direction, and full engagement of all employees.

**Effective Problem Solving** - Employs analytical abilities, pragmatism, and other tools to resolve complex problems in a variety of situations. Delivers accurate and technically proficient work. Demonstrates sound professional judgment in analyses and decisions. Works to understand a complex situation, issue, or problem by breaking it down into smaller pieces and traces implications or consequences. Shows enthusiasm for technical and intellectually complex tasks and solving problems.

**Takes Action & Shows Initiative** - Works well independently and is self-motivated to take action to meet critical organizational/program/unit goals. Sets and monitors own objectives and standards. Initiates appropriate actions and follows through without prompting or close supervision. Demonstrates strong work ethic. When needed, puts in the hours necessary to complete the tasks at the highest level of quality possible. Displays the stamina necessary to work an irregular, demanding schedule.

**Networking & Organizational Agility** - Relates well to all kinds of people up, down, and sideways, external and internal to the organization. Builds appropriate rapport and utilizes own networks and relationships across the organization to break down barriers between functions and/or work units to accomplish work and focus on customers more effectively. Maintains frequent contact with key players across the organization and within the program/region/unit. Manages relationships by creating 'win-win' opportunities and seeks mutual benefit for all individuals involved.

**Honors Commitments** - Evokes trust from others by keeping commitments, recognizing individual contributors, setting a personal example and building shared goals, values and vision. Known to be honest. Demonstrates personal integrity and high ethical standards in all transactions. Conducts department transactions with honesty and professional ethics. Seeks to achieve results that are in the best interest of the organization. Models and reinforces behavior in self and others and demonstrates fairness and respect for others.