

Program and Policy Analyst – Advanced (Project)

Rural Health Transformation Program – Federal Compliance and Reporting

POSITION SUMMARY

Under general supervision, this position will work with the Rural Health Transformation program which will exceed \$53 million in grant money for workforce development. This position will ensure the technical colleges and System Office are meeting the grant reporting and audit requirements. The Rural Health Transformation (RHT) Program grant requires quarterly and annual progress reports on milestone implementation and metrics as well as confirmation of eligible expenditures. This position will be responsible for collecting and verifying all required data for the reports, compiling the reports and ensuring the information is sent to Department of Health Services (DHS) by the reporting period deadline. This position will also be responsible for pre-auditing financial transactions, documentation, and processes to ensure the technical colleges maintain compliance with eligible uses of funds and program-specific limitations.

GOALS AND WORKER ACTIVITIES

50% A. Lead all aspects of developing and implementing the monitoring and evaluation strategies related to the Rural Health Transformation Project.

- A1. Ensure compliance with federal and state regulations, rules, and laws.
- A2. Lead efforts to develop and implement standardized evaluation policies and processes, including technical consultation for state and federal programs.
- A3. Ensure that research and evaluation processes comply with nationally accepted standards, state and federal requirements.
- A4. Provide training and guidance for agency and college level staff to ensure effective implementation of monitoring and evaluation practices and reporting.
- A5. Guide technical colleges through in-depth analysis of their data within federal requirements.
- A6. Facilitate, where appropriate, coordination and collaboration of data and application between the colleges.
- A7. Provide technical assistance to WTCS colleges in the areas of monitoring and evaluation.
- A8. Consult with and advise leadership regarding any suggested revisions to or creation of any policies or standards resulting from the information obtained.
- A9. Develop strategies to critically assess and review the RHT program process to assure consistent improvements to the RHT program standards, policies, and practices.

A10. Coordinate with key internal and external stakeholders to develop and deliver technical assistance to RHT program recipients.

30% B. Manage all aspects of reporting related to the RHT program.

B1. Ensure accurate data system modifications to meet emerging data needs and changes in financial policy or federal and state regulations.

B2. Provide technical assistance materials and training to internal and external partners related to RHT program.

B3. Conduct analyses of data submissions, evaluate the accuracy of the data and ensure compliance with state and federal reporting requirements.

B4. Conduct independent reviews to monitor and evaluate the implementation and effectiveness of system-wide policy and reporting requirements.

B5. Collect and verify all required data for various reports including compiling the reports and ensuring the information is sent to Department of Health Services (DHS) by the reporting period deadline.

B6. Analyze data from a variety of business systems to improve effectiveness of program procedures.

B7. Lead and/or attend meetings related to the RHT program. Ensure data is accurately reported.

B8. Develop and coordinate responses to internal and external stakeholder inquiries.

10% C. Continuity of operations for the RHT program.

C1. Participate in planning the future of the RHT program.

C2. Develop plans and actionable items for the RHT program to continue in its current capacity.

C3. Provide necessary training to staff regarding the RHT program and any associated grants.

C4. Analyze the current and projected effectiveness of plans in achieving goals.

10% D. Special assignments related to the RHT program and System Office functions.

D1. Provide leadership and/or participation in state committees and task forces.

D2. Lead and work effectively on internal and external teams.

D3. Perform additional assignments created by agency administration.

D4. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of principles, practices, and methodologies of policy analysis and development and using applied policy analysis techniques to develop policies and procedures.
2. Knowledge of data sources, application preparation, monitoring and evaluation methods, and reapplication processes.
3. Knowledge of Windows 10 and Microsoft Office Suite applications, including Word, Excel, Access, Outlook, Teams, and PowerPoint.
4. Knowledge of presentation methods, techniques, materials and media.
5. Knowledge of Uniform Guidance.
6. Skill in reviewing, analyzing and interpreting state and federal statutes, administrative codes, policies, and program guidance.
7. Skill to organize work and set priorities to complete assignments by established time frames.
8. Skill to gather, analyze, and organize data in arriving at recommendations or in taking an effective course of action.
9. Ability to plan, coordinate and direct programs and grants of the WTCS office.
10. Ability to work cooperatively and collaboratively.
11. Ability to understand a complex situation, issue or problem by breaking it down into smaller pieces and trace implications or consequences.
12. Ability to work well independently and be self-motivated to act and meet critical organizational/program/section goals.
13. Ability to demonstrate personal integrity and high ethical standards in all transactions.
14. Ability to adapt to change.
15. Ability to research, compile and analyze information, make decisions, and prepare appropriate alternatives and recommendations.
16. Ability to communicate and establish effective working relationships with groups, agencies, officials, departments, boards, and internal staff, both orally and in writing.
17. Ability to establish goals and objectives and implement plans to meet them.
18. Ability to read, interpret and apply complex technical regulations, funding documents, financial reports, legislation and federal, state and local laws.
19. Ability to make recommendations and develop new programs or implement changes in current programs.
20. Ability to prepare, monitor and evaluate grants and budgets.
21. Excellent oral and written communication skills, including public speaking skills.
22. Strong leadership and interpersonal skills.
23. Excellent analytical skills to resolve complex problems in a variety of situations.
24. Ability to represent the Wisconsin Technical College Board in a positive and professional manner.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license including personal automobile insurance, or the ability to provide one's own transportation for work purposes, is required.
- Travel is required for up to 20% of this position's duties.