

Program and Policy Analyst – Advanced (Project)

Rural Health Transformation Program – Project Management and Technical Assistance

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 provide project management and technical assistance to the technical colleges regarding the Rural Health Transformation (RHT) program. This position will be responsible for providing statewide leadership and coordination in the development, implementation, improvement and expansion of rural healthcare programs, including career pathways. The position will work closely with technical college healthcare deans, associate deans, career prep staff, and coordinate with System Office staff on program and curriculum development. This position will also manage the grant review process and evaluate grant proposals. The incumbent will provide technical expertise on allowable activities and consult with college staff on the implementation and improvement of grant-funded activities.

GOALS AND WORKER ACTIVITIES

50% A. Lead all aspects of project management for the Rural Health Transformation Project.

A1. Lead collaboration and communication across all program partners including technical college healthcare deans, associate deans, career prep staff and System Office staff.

A2. Determine metrics and objectives and develop methodology/criteria for prioritization of projects amongst RHT program.

A3. Analyze data and share prioritization results with the internal and external teams. Determine further action as necessary.

A4. Approve and implement program and curriculum submissions from partners, including any data or assessment needs.

A5. Interpret complex state and federal laws for internal and external customers.

A6. As the statewide lead and expert on assigned RHT program and policy issues, act as the representative of the agency for internal and external groups.

A7. Leads efforts including completing goals and deliverables for both long and short-range projects.

A8. Define project tasks, develop project plans and manage project resources.

A9. Document and develop standard operating procedures.

A10. Facilitate team and partner meetings effectively. Hold regular status meetings with project teams. Keep project team well-informed of changes with the organization. Effectively communicate relevant project information to interested parties.

A11. Track and monitor outcomes. Keep track of project progress, problems and solutions. Implement and manage project changes. Evaluate and assess results.

30% B. Manage the RHT grant review process and evaluate grant proposals.

B1. Read and examine incoming material for new and significant legislative, administrative, and management developments to assist staff in grant acquisition and funding.

B2. Ensure compliance of grant and program activities to current legal, administrative and budgetary requirements within the WTCS and with the granting agency.

B3. Review, score, and monitor all RHT grant applications.

B4. Provide technical assistance to grantees regarding compliance with grant guidelines, project implementation, and necessary revisions, and compliance with federal and state education laws.

B5. Collaborate with System and College level grants representatives to ensure grants process is clear and effective.

B6. Interpret rules, regulations, policies and procedures for grant applications and/or guidelines.

B7. Accept and organize grant application materials and request additional documentation when needed. Maintain records of receipt of application materials.

B8. Maintain database documenting receipt, review, and approval associated to each grant.

B9. Lead and/or participate in team meetings regarding grant guidelines and/or procedures.

B10. Regularly report on grant numbers including amount awarded, amount utilized, etc.

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 grant 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 Uniform Guidance.
5. Knowledge of presentation methods, techniques, materials and media.
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 and facilitation 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.