

# United States Jobs Expertini®

## Program & Policy Analyst Advanced

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Company: Department of Corrections Executive Leadership

Location: United States

Category: life-physical-and-social-science

### Introduction

The Department of Corrections (DOC) is focused on public safety through the custody and supervision of those in our care. Corrections employees have the opportunity to positively impact the lives of others through careers in a variety of fields. Using cutting-edge research and evidence-based approaches, employees implement lasting change with a positive impact for the people of Wisconsin.

The Office of the Secretary, Reentry Unit is currently recruiting to fill two **Program & Policy Analyst Advanced** vacancies located at our central office at 3099 E. Washington Ave., Madison, WI.

**Note: These positions are eligible to work remotely up to 3 days per week.**

including (for full time employees) a minimum of 3.5 weeks of vacation/year, 4.5 days of personal holiday, 9 paid legal holidays, and up to 16.25 days of accrued sick time that can roll over from year to year.

An exceptional pension plan with employer match and lifetime retirement payment, plus access to an optional tax-advantaged 457 retirement savings plan.

DOC is a qualifying employer for the program.

The administered by WebMD, provides tools and resources to help participants set health and well-being goals, track progress, stay motivated, and earn incentives.

EAP: A free and confidential employee assistance program offering employees and their immediate family/dependents a variety of tools, resources, and professional consultation services to support their health, goals, and overall well-being.

Please click for a quick downloadable summary of State of Wisconsin employment benefits or click to explore State of Wisconsin employment benefits on the website.

### **Position Summary**

These positions will build cross-jurisdictional bridges with state, county, tribal, and local criminal justice and human service agencies, providing technical assistance and collaborative support for evidence-based decision making. In doing so, this position will serve as the Department's representative and as a liaison between diverse internal and external stakeholders, proactively managing complex, interdependent projects.

One position will manage and oversee DOC job labs to provide services in partnership with the Department of Workforce Development (DWD), local workforce development boards, and various other agencies and external partners. This position will be responsible for establishing coordination and agreement between the DOC, DWD, and various community-based agencies involved in the programs.

The other position will manage the Opening Avenues to Reentry Success (OARS) and Reentry Legal Services (RLS) programs. The OARS program serves individuals releasing from prison with serious mental illness, while the RLS program provides access to civil legal services for incarcerated individuals who are applying to, or seeking reinstatement of, Social Security Insurance (SSI) and Social Security Disability Insurance (SSDI) through the Social Security Administration (SSA). This position will be responsible for establishing coordination and agreement between the DOC, Department of Health Services, Legal Action of Wisconsin, and contracted community-based agencies involved in the programs.

### **Salary Information**

The starting pay is between \$54,787 and \$90,396 per year, plus excellent benefits. Pay on appointment may vary according to the applicable pay transaction provisions of the compensation plan and Wisconsin Administrative Code. The pay schedule/range is 07-03. A 12-month probationary period is required.

### **Job Details**

Applicants must be legally entitled to work in the United States (i.e., a citizen or national of the U.S., a lawful permanent resident, an alien authorized to work in the U.S. without DOC

sponsorship) at the time of application. The Department of Corrections will conduct criminal background checks on applicants prior to selection to determine whether the circumstances of any conviction may be related to the job being filled. Upon hire, all new DOC employees are subject to fingerprinting.

The Department of Corrections may conduct pre-employment drug screens. Any applicant who is offered employment in a position which requires a pre-employment drug screen must pass the screen as a contingency to employment. Applicants who fail or refuse the drug screen will not be given further consideration for employment.

### **Qualifications**

Minimally qualified applicants will have experience:

- Developing and implementing policies and procedures.
- Coordinating with, and/or working on, various work groups and/or project teams.
- Creating written documents for review, proposal, or recommendation.

In addition to the above, well qualified applicants will have experience:

- Providing professional direction and coordination in program development and implementation across several agencies/jurisdictions/departments.
- Conducting budget development activities and tracking expenditures.
- Evaluating projects/initiatives/programs and implementing change/improvements.

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