



Legislative Fiscal Bureau

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January 8, 2014

TO: Members
Joint Committee on Finance

FROM: Bob Lang, Director

SUBJECT: Public Instruction: Section 16.505 Authorization of 0.35 PR Position -- Agenda Item II

REQUEST

On December 3, 2013, the Department of Administration (DOA) approved the creation of 0.35 PR position for the Department of Public Instruction (DPI) under the s. 20.255(1)(ke) appropriation for funds transferred from other state agencies--program operations. This position approval is subject to a 14-day passive review by the Committee. On December 19, 2013, the Co-Chair persons of the Committee sent a letter to DOA indicating that an objection had been made to this request and that the Committee would schedule a meeting to review it.

BACKGROUND

Under current law, a 0.5 project position is used for an operations office assistant for the Content and Learning Team in the Division of Academic Excellence in DPI. This position works with the AmeriCorps program, rural and low-income grant, and related projects. Because the funding source is stable and to avoid turnover in staffing, DPI requested a 0.5 permanent position, with 70% of the costs allocated to the AmeriCorps grant and 30% to the rural and low-income grant. Federal funding for the AmeriCorps program is received through DOA and is treated as program revenue-service (PR-S) by DPI, while the federal rural and low income grant is received directly by DPI as federal revenue.

ANALYSIS

After receiving the DPI request for 0.5 position, the Department of Administration approved 0.35 position for DPI, which represents the PR-S funded portion of the DPI request. Under current law, the Governor has the authority to create the remaining 0.15 position that would be funded by federal revenue at his discretion.

In its initial request to DOA, DPI included a summary of the position's activities. The 0.35 position approved by DOA would be involved in managing team databases, accounts, billing records, and statistics. It is estimated that 75% of the position's time would be allocated to: (a) collecting and consolidating data from the team's programs; (b) helping with processing requests for grants, contracts, applications; (c) maintaining files of grant applications and awards; (d) overseeing paperwork and other requirements for grants and contracts; (e) understand and implement procurement procedures and draft paperwork; (f) maintain accurate files and records in the OnCorps and Egrants AmeriCorps systems; (g) collect and assist in processing quarterly report for grants; (h) research and maintain lists of training and professional development resources; and (i) build relationships with customers to ensure accountability. The remaining 25% of the position's time would involve the management or preparation and follow-up for conferences, workshops, meetings, and internal and external committee work.

DPI indicates that the workload associated with the current project position is ongoing and that the project position was authorized on October 1, 2010, and expires on September 30, 2014. Providing a permanent position would give greater continuity to the staffing for these programs.

ALTERNATIVES

1. Approve the request to create 0.35 PR position under the 20.255(1)(ke) appropriation under DPI for staff support for the Content and Learning Team in the Division of Academic Excellence.
2. Deny the request.

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