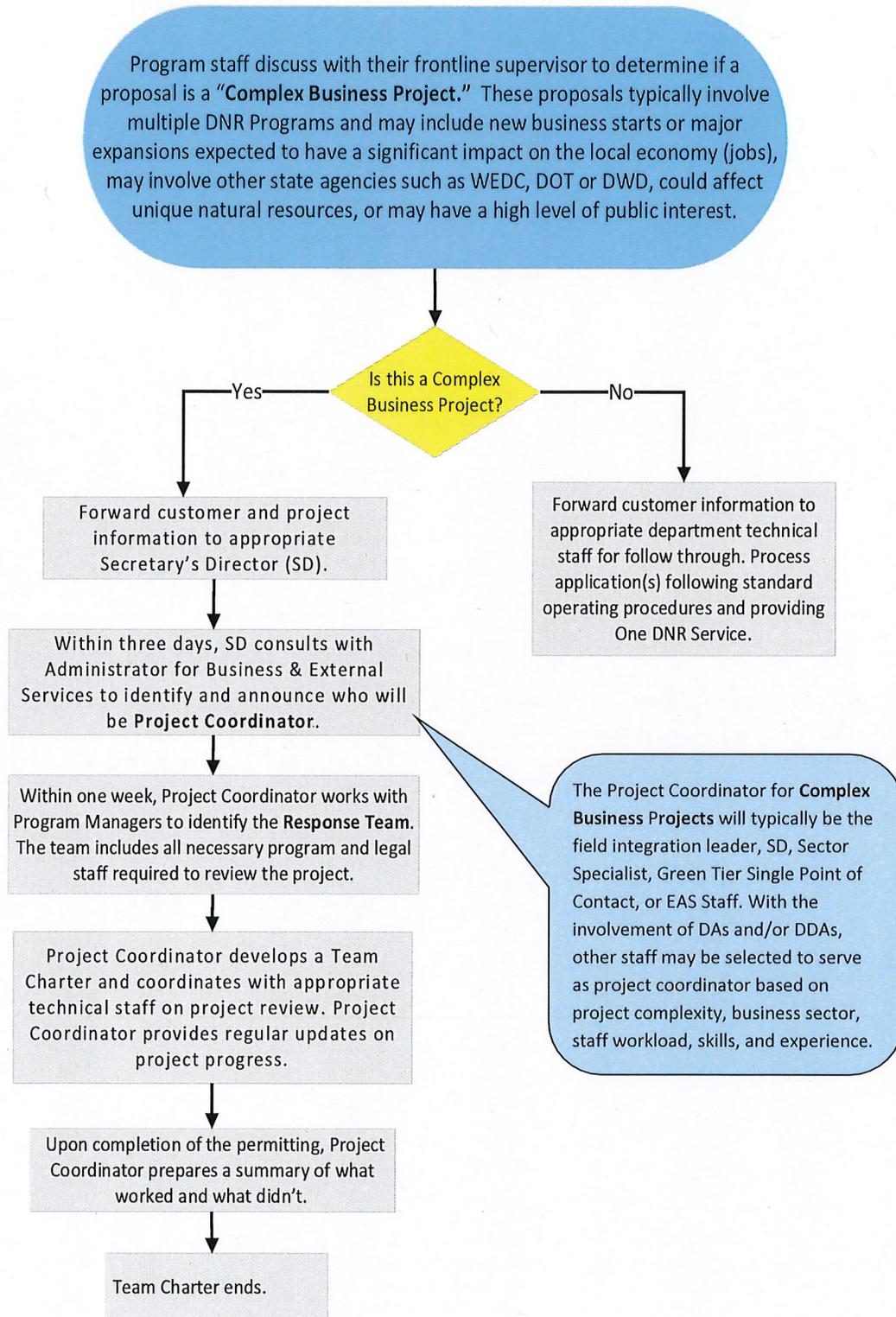


Coordination for Complex Business Projects



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Roles & Responsibilities

<p>Secretary's Directors</p>	<p>Serve as the principle DNR ambassador with the business community in his or her area.</p> <ul style="list-style-type: none"> • Directly engage with businesses seeking to locate in Wisconsin or expand their operations. • Participate in business organizations, councils, chambers and interface with elected officials. • Serve as an initial point of contact directing businesses to DNR resources and for complex projects, ensuring timely assignment of a Project Coordinator and Response Team. • Assist in facilitating issue resolution and communication to promote a satisfying experience for the customer. • May serve as Project Coordinator
<p>Project Coordinator</p>	<p>Responsible for coordinating the review and communication for assigned priority projects.</p> <ul style="list-style-type: none"> • Serve as the primary DNR point of contact for the customer. • Proactively work with the customer on the front end to ensure "readiness" for a "pre-application" meeting with key DNR staff. • Prepare a charter for the response team ensuring all key staff experts are involved. • Schedule and facilitate internal and external meetings. • Maintain regular communication with status updates to affected programs, the SD, and the BES administrator. • Maintain external communications with the customer and other state and federal agencies. • Coordinate clear, multi-program correspondence with a goal of minimizing back-and-forth with the customer. • Ensure records and files are properly maintained. • Serve as a coach by asking questions of the Response Team to facilitate scientifically sound options, ensure holistic thinking, and promote problem solving, consistency, and compliance with the law. • Elevate issues that cannot be resolved at the team level in a timely fashion. • Assure timely and coordinated action on permits, approvals and decisions. • <i>The Project Coordinator does not make program decisions outside their assigned program.</i>
<p>Bureau Directors, Deputy BDs, & Program Managers</p>	<p>Responsible for workload management, consistency and conflict resolution.</p> <ul style="list-style-type: none"> • Adjust staff workload and priorities to accommodate work on complex projects. • Work collaboratively with management team members to assign staff and resources to projects. • Provide assistance, guidance and decision-making when necessary.
<p>Response Team Members</p>	<p>Serve as the technical or sector expert and decision-maker for the assigned program.</p> <ul style="list-style-type: none"> • Work to prioritize complex projects ensuring program staff actively participate, and timelines and commitments are met. • Work collaboratively to problem solve, review and issue necessary decisions. • Responsible for following the law, using sound science and practicing common sense to make decisions.

