

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FINANCIAL PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future professional positions which function as Financial Program Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses: (1) professional positions which supervise professional accountants and/or auditors and spend the majority of their time performing professional accounting or auditing work, **OR** (2) professional positions which supervise financial or non-financial positions assigned to levels or pay ranges lower than the accountant or auditor levels/pay ranges, and, in addition, spend the majority of their time on journey-level accountant or auditor duties. Positions allocated to this classification must meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which perform duties for a majority of the time which are more appropriately classified as Financial Specialist Supervisor, Financial Specialist Program Supervisor, Financial Management Supervisor, Financial Officer, or Financial Manager.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

II. DEFINITION

FINANCIAL PROGRAM SUPERVISOR

This is professional work related to the supervision of financial programs. Positions allocated to this classification: (1) supervise professional accountants and/or auditors and spend the majority of their time performing professional accounting or auditing work, **OR** (2) supervise financial or non-financial positions assigned to levels or pay ranges lower than the accountant or auditor levels/pay ranges, and, in addition, spend the majority of their time on journey-level accountant or auditor duties. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 as a result of the Middle Management, Professional Supervisory, and Nonrepresented Professional Broadbanding Study and announced in Bulletin CLR/SC-109 to describe positions which supervise professional Accountants and Auditors; spend the majority of their time performing professional accounting or auditing work; and supervise accounting or auditing programs. These positions were previously classified as Financial Supervisor 2-4. The specification was modified effective January 14, 2001 and announced in Bulletin CLR/SC-125 to add the second allocation for positions which supervise financial or nonfinancial positions assigned to levels/pay ranges lower than the Accountant or Auditor levels/pay ranges, and in addition, spend the majority of the supervisory position's time on additional job responsibilities that are identified as Accountant-Journey or Auditor-Journey duties. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC 130, in order to incorporate the Financial Supervisor classification into the Financial Program Supervisor classification. The classification was modified in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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