

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DVA FINANCE AND BOND OFFICER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional management positions located within the Department of Veterans Affairs which function as the DVA Finance and Bond Officer. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This one-position classification specification encompasses the professional management position located within the Department of Veterans Affairs which functions as the DVA Finance and Bond Officer. The position allocated to this classification functions as veterans' mortgage bond portfolio manager and financial consultant to the Office of the Secretary and the Board of Veterans Affairs on departmentwide short- and long-term financial goals. These responsibilities meet the statutory definition of management as defined in Wis. Stats. 111.81(13). The position in this classification is also responsible for internal management audits and internal financial control reviews.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Veterans Affairs or positions which do not function as the DVA Finance and Bond Officer.
2. Positions which do not meet the statutory definition of management as defined in Wis. Stats. 111.81(13).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employes typically enter the position within this classification by competitive examination.

II. DEFINITION

DVA FINANCE AND BOND OFFICER

The position allocated to this classification performs complex veterans' mortgage loan bond portfolio management responsibilities which include regular assessment of a billion dollar tax-exempt bond portfolio to maximize proceeds within the law; formulating and determining new multi-million dollar bond proposals; and representing DVA with the DOA Capital Finance Office, State Bond Counsel, New York bond consultants, and the Building Commission to size, market, and time new bond issues. The position also functions as departmental financial advisor to the Office of the Secretary and Board of Veterans Affairs on short- and long-term financial goals and policy and planning issues affecting current and proposed agency programs. These programs include loans and grants; veterans' assistance programs; the Wisconsin Veterans Home; and the Wisconsin Veterans Museums. The position forecasts revenue streams to fund existing and proposed operations; analyzes program demand projections; formulates financial options for management approval; recommends funding sources and changes; serves as a financial problem solver; performs complex cash flows; prepares operational assessments, financial, and policy analysis papers; and presents financial reports and statements to the Board of Veterans Affairs. This position also performs complex internal management, operational, financial, and compliance audits at the request of the Secretary; represents DVA in entrance/exit conferences for all external audits, including those conducted by the Legislative Audit Bureau, DOA's Bureau of Financial Operations, and DHSS's Bureau of Quality Compliance; analyzes, interprets, and assesses external audit findings and drafts responses to audit findings; and evaluates administrative and financial controls for agency funding sources and programs to ensure compliance with established procedures, policies, and laws. Duties are performed under the general supervision of the Deputy Secretary.

III. QUALIFICATIONS

The qualifications required for this position 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 one-position classification was created because there is no more specific class which adequately describes this position. It was originally classified as a DVA Internal Auditor as a result of the April 4, 1992 Fiscal Survey, but the position changed over the years from an emphasis on internal auditing to bond and finance planning and management to the point where that spec no longer described the duties. To correct this situation, this classification specification was created effective March 3, 1996.

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