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**Modified Effective: December 2, 2001**  
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**Modified Effective: September 8, 2013**  
**Modified Effective: February 22, 2015**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**REVENUE MANAGEMENT SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional supervisory and management positions located within the Department of Revenue. Positions allocated to this classification administer Department of Revenue tax-related programs. 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.

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 class 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; licensure, or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional supervisory and management positions located within the Department of Revenue. Positions allocated to this classification administer Department of Revenue tax-related programs and meet both the statutory definitions of professional, supervisor and management as defined in s. 111.81(15), (19) and (13) Wis. Stats., respectively. Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definitions of professional, supervisor and management as defined in s. 111.81(15), (19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions located outside of the Department of Revenue or positions that do not supervise tax-related programs.
3. Positions that are assigned and perform duties for a majority of the time that are more appropriately classified as Revenue Administrative Manager or Revenue Section Chief.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

## II. DEFINITION

### REVENUE MANAGEMENT SUPERVISOR

Positions allocated to this classification administer Department of Revenue tax-related programs. Responsibilities include supervising a variety of professional and/or highly technical staff. These positions recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees.

Positions allocated to this classification must spend a majority of their time performing duties comparable to the following positions based on number, variety, and complexity of the programs administered; the size and complexity of the budgets administered; the scope and impact of the programs; the complexity of program planning and policy and procedure development for the assigned programs; and the number and complexity of technical and administrative support staff supervised.

#### Representative Positions

Program Development Supervisor for Integration and Automation: This position supervises staff responsible for maintaining, enhancing, and integrating technology platforms for the Audit Bureau as a whole and is responsible for developing Bureau-wide strategy, initiatives, policies and procedures with an emphasis on integrating the technological enhancements for Central Business Tax Audit, Central Income Tax Audit, and Field Audit sections with DTS development efforts.

District Field Audit Supervisor: This position supervises and directs the work of Revenue Field Auditors within a district who audits income, gift, sales and use, corporation franchise and withholding tax returns of taxpayers; prepares biennial budget for district audit program; and participates in the development and revision of legislation.

Large Case Field Audit Supervisor: This position supervises Revenue Field Auditors involved in auditing generally only the large multi-state corporations whose sales exceed \$50,000,000 per year for compliance with franchise tax and sales/use tax; selects and assigns cases to be audited by Revenue Field Auditors; reviews audit reports; and determines which cases should be referred to the Criminal Investigation Section.

Property Tax Policy Team Supervisor: This position supervises and directs the work of Revenue Economist Confidential staff within the Sales and Property Tax Policy Team; provides policy analysis to the Division Administrator and Secretary of Revenue; assigns, reviews and provides research projects, fiscal notes, and briefing revenue papers as assigned; directs the development and maintenance of tools used in policy analysis; completes biennial and annual requirements relating to sales, property tax and local government programs; represents the department in interagency, legislative, public and other meetings when appropriate.

### 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 broadbanding study and announced in Bulletin CLR/SC-109 to describe professional supervisory positions located within the Department of Revenue, which administer Department of Revenue tax-related programs. In addition, the Revenue Administrative Officer 1 and 2 classifications have been abolished.

[For historical information on Revenue Administrative Officer classifications prior to 2000 see Bulletin CC-245, CC/SC-62 and CC/SC-76.]

This classification was modified effective December 2, 2001 and announced in Bulletin CLR/SC-135 to add an allocation for the Technical Assistance Unit Supervisor.

This classification was modified effective February 6, 2005 and announced in Bulletin OSER-0058-MRS/SC to remove the allocations for Chief, General Purpose Government Section, Taxation District Section, and Chief, Utility Taxes Section; and to add allocations for Chief, Local Government Services Section, Income Tax Policy & Economic Forecasting Team Supervisor, Sales and Property Tax Policy Team Supervisor and Customer Assistance Unit Supervisor.

This classification was modified effective July 9, 2006 and announced in Bulletin OSER-0121-MRS/SC to add the allocation for Corporation Office Audit Supervisor and to remove the allocation for Technical Assistance Unit Supervisor.

This classification was modified effective August 28, 2011 and announced in Bulletin OSER-0283-MRS/SC to add the allocation of Audit Technical Services Supervisor and to remove the allocations for Chief, Intelligence Section; Chief, Audit Technical Service Section; and Customer Assistance Unit Supervisor.

This classification was further modified effective September 8, 2013 and announced in Bulletin OSER-0338-MRS/SC to update descriptions of allocations within this series: removed (2) Chief, Local Government Services Section, and (6) Income Tax Policy & Economic Forecasting Team Supervisor allocations; separated the duties in (5) Audit Technical Services Supervisor and created more distinct allocations - Computer Audit Specialist Unit Supervisor and Nexus Unit Supervisor.

This classification was modified effective February 22, 2015 and announced in Bulletin OSER-0388-CC/SC to remove individually allocated positions, and replace with representative positions to allow for program flexibility.

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