

Effective Date: March 12, 2000
Modified Effective: February 9, 2014
Modified Effective: July 22, 2018
Modified Effective: September 29, 2019

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
REVENUE SECTION CHIEF

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional supervisory positions located within the Department of Revenue, which supervise a tax-related or lottery-related program area. 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

The positions in this classification are professional supervisory positions located within the Department of Revenue, which manage a tax-related or lottery-related programs. Positions within the Income, Sales & Excise Tax Division allocated to this classification are: 1) Income Tax Section Chief (Tax Operations Bureau); and 2) Business Tax Section Chief (Tax Operations Bureau). Positions within the Lottery Division allocated to this classification are: 3) Retailer Management Section Chief (Retailer Relations & Sales Bureau); and 4) Marketing and Player Relations Section Chief (Product Development & Marketing Bureau).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Section 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which do not meet the statutory definition of professional as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook Chapter 370.
3. Positions not located within the Department of Revenue or positions which do not manage tax-related or lottery-related programs.
4. Positions which are more appropriately classified as Revenue Professional Supervisor.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

REVENUE SECTION CHIEF

The following positions are allocated to this classification: (1) Chief, Income Tax Section: This position plans, directs, organizes, and coordinates the work of staff whose primary responsibilities are the processing of income, pass-through withholding, nonresident entertainer withholding and estimated tax returns received by the Department of Revenue; plans, directs, reviews, trains and coordinates the work of staff whose primary responsibilities are the review and adjustment of tax returns, processing of payments, handling appeals and managing nonfiler programs relating to individual income, pass-through withholding, and nonresident entertainer withholding; coordinate processing procedures with other work units; manages taxpayer inquiries and complaints; oversees systems business requirements development and testing; and authorize alternative forms; (2) Chief, Business Tax Section: This position manages the processing of all business tax returns filed with the Income, Sales and Excise Tax Division; plans, directs, reviews, trains and coordinates the work of staff whose primary responsibilities are the review and adjustment of tax returns, processing of payments, handling of appeals, managing nonfiler programs and registering businesses relating to corporation franchise/income tax, sales and use taxes, withholding tax, exposition taxes, premium resort taxes, dry cleaning fees, police and fire protection fees, ambulatory surgical center fees and rental vehicle tax; oversees systems business requirements development and testing; manages taxpayer inquiries and complaints; and authorizes alternative forms; (3) Retailer Management Section Chief: This position is responsible for developing, implementing and managing a retailer support program that includes key accounts (i.e., major national/regional corporate groups, comprised of owned and franchised retail outlets) and two field marketing units consisting of sales, communication, and other activities to support retailers throughout Wisconsin; works closely with all areas within the division to insure that the perspective of the retailer is taken into consideration when lottery policies and programs are initiated; meets with retail key decision makers in support of lottery sales; and serves as the primary liaison with the telemarketing services and customer relationship services vendors; (4) Marketing and Player Relations Section Chief: This position is responsible for the management of the player relations and marketing communications program; prize validations, public relations, and marketing communications/product information programs consisting of advertising, communication, social media, special events, problem gambling awareness program, and other activities to support lottery initiatives throughout the state; management of the product information vendor (advertising agency) contract and budget; and directing all programs to contribute to the department's responsibility of good tax policy, by lowering the tax burden of eligible citizens.

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, that supervise employees involved in enforcing tax compliance programs.

This classification was modified effective February 09, 2014 and announced in Bulletin OSER-0358-MRS/SC to add the allocation of the Compliance Services Section Chief and update descriptions of the allocations in this series.

This classification was modified effective July 22, 2018, and announced in bulletin DPM-0475-CC/SC to add section chiefs in the Lottery Division to the classification due to the creation of a new Marketing and Player Relations Section Chief position resulting from a reorganization and following the abolishment of the Retailer Management Section Chief classification.

This classification was modified effective September 29, 2019 and announced in bulletin DPM-0503-CC/SC to remove the allocation for the Chief, Compliance Services Section as it is no longer needed.

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