

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ASSISTANT ADMINISTRATOR, DIVISION OF INCOME, SALES AND EXCISE TAX

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 and management positions in the Department of Revenue's Income, Sales and Excise Tax division which function as assistant administrators and oversee a subcomponent of the division's programs and functions. This classification specification is not intended to identify every duty which may be assigned to this position 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 definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification 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.

B. Inclusions

This classification encompasses professional supervisory and management positions located within the Department of Revenue which function as assistant administrators. Positions in this classification are restricted to the Income, Sales and Excise Tax division and there shall be no more than two positions in this classification. Positions allocated to this classification oversee all or some of the programs and functions within the division and meet the definition of management and supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of management and supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions located outside the Department of Revenue, Division of Income, Sales and Excise Tax division.
3. Any position, if the division has a position classified as a Revenue Administrative Manager using the Deputy Division Administrator allocation.

4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into Classification

Employees enter positions allocated to this classification by competition.

II. DEFINITION

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Each of the two positions allocated to this classification will oversee two of the four bureaus in the division, which are: Compliance, Customer Service, Audit, and Tax Operations bureaus. Positions in this classification will split the oversight of bureaus and will not share the oversight of any one bureau.

These positions have responsibility for the operations of their respective programs and functional areas and provide direct support to the administrator in achieving the division's goals through the direct management of their assigned area of responsibility. These positions are responsible for program planning, policy and procedure development and implementation, budget development, and supervision of staff within their respective programs or functional areas.

Positions in this classification work 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 September 25, 2022 and announced in bulletin DPM-0585-CC/SC, to describe the two assistant administrators within the Division of Income, Sales and Excise Tax to account for the unique size and complexity of the division and staffing levels. Language is included in the Exclusion section of this classification specification to clarify that the division cannot use this classification if they also use the Deputy Administrator allocation of the Revenue Administrative Manager classification.

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