

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

TAX RESOLUTION MANAGEMENT SUPERVISOR

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 supervisory positions located within the Department of Revenue which supervise employees involved in reviewing petitions for redetermination originating from office audit, field audit, compliance and/ or processing bureaus. This classification specification is not intended to identify every duty, which may be assigned to positions, 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 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

Positions allocated to this classification are located within the Department of Revenue and supervise employees engaged in reviewing petitions for redetermination originating from office audit, field audit, compliance and/or processing bureaus. Positions supervised include: Tax Resolution Officer –Office Audit Senior, Tax Resolution Officer - Corporation Office Audit, Tax Resolution Officer - Field Audit.

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 s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not located within the Department of Revenue.
3. Positions which supervise employees engaged in audit, compliance or processing programs in the Department of Revenue and are more appropriately classified as Revenue Audit Supervisor, Revenue Agent Supervisor, or Revenue Management Supervisor.

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

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

TAX RESOLUTION MANAGEMENT SUPERVISOR

This classification includes supervisory positions which supervise employees involved in reviewing petitions for redetermination originating from office audit, field audit, compliance, and/or processing bureaus. Positions in this class are also responsible for training Tax Resolution Officers, reviewing and recommending actions on complex petitions for redetermination and assisting in managing administrative activities. 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 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 tax-related office audit programs. In addition, the Tax Conferee Supervisor classification has been abolished.

This classification was modified effective August 6, 2006, to reflect changes occurring as a result of an agency reorganization and announced in Bulletin OSER-0129-MRS/SC. The classification title was changed from Tax Conferee Management Supervisor to Tax Resolution Management Supervisor. The list of positions supervised in the inclusions section was updated from the abolished Tax Conferee classification series to the Tax Resolution Officer series (effective June 2, 2002, and announced in bulletin MRS-SC-140). In the definition section, field audit was added as a source of redetermination petitions.

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