

Effective Date: April 13, 1997
Modified: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CAPITAL FINANCE OFFICER

I. INTRODUCTION

Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to professional positions located at the Department of Administration, Division of Executive Budget and Finance, which manage programs administered by the Capital Finance Office. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of the position which 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.

II. DEFINITION

CAPITAL FINANCE OFFICER

This is professional administrative and managerial work related to the management and operations of state-sponsored programs and the management of state debt. Positions allocated to this classification are responsible for (1) investment analysis and asset management for the \$1.7 billion Wisconsin Clean Water Fund Program; (2) comprehensive financial and information systems operations for a statewide municipal bond and loan program associated with the Clean Water Trust Fund; (3) financial management of the State's cash and program needs through the sale of bonds and notes, including broad administrative responsibilities for state-level financing obligations; (4) responsibilities for assuring state compliance on an ongoing basis with rules, regulations, and laws of the Internal Revenue Service and the Security and Exchange Commission; and/or (5) administration of the Master Lease Program. Positions allocated to this classification also recommend statewide policies and provide management oversight and technical consultation in the areas of debt and financial management to all state agencies, and provide first-line program liaison to the State Budget Director, the Secretary of the Department of Administration, the Legislature and legislative service bureaus, the Governor's Office, and the public. The 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(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective April 13, 1997, and announced in Bulletin CC/SC-65, as a result of the Professional Program Support Personnel Management Survey. The positions allocated to this classification were formerly classified as Administrative Officers 1.

The classification specification was modified effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to reflect the transfer of an allocation [the Wisconsin College Tuition Prepayment ("EdVest") Program] from the Department of Administration to the Office of the State Treasurer.

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