

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
TRUST FUNDS SUPERVISOR

I. INTRODUCTION

A. 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 supervisory positions located at the Department of Employee Trust Funds which are responsible for supervising the activities of specialized employee benefit program(s). 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located at the Department of Employee Trust Funds which are responsible for supervising the activities of specialized employee benefit program(s). Positions allocated to this classification must meet the definitions of professional employee and supervisor, as defined in 111.81(15) and (19), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.
2. Positions which do not meet the statutory definition of supervisor, as defined in 111.81(19), Wis. Stats.
3. Positions which are not located at the Department of Employee Trust Funds.
4. Positions which do not supervise Trust Funds Specialists and/or Trust Funds Assistants.

5. Positions which function as bureau or office directors within divisions which administer employe benefit program(s) for the Department of Employe Trust Funds and are more appropriately classified as Trust Funds Directors.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

II. DEFINITION

TRUST FUNDS SUPERVISOR

This is professional supervisory work related to the implementation of specialized employe benefit program(s) administered by the Department of Employe Trust Funds. Positions allocated to this classification supervise Trust Funds Specialists and/or Trust Funds Assistants; perform a wide variety of managerial activities such as long- and short-range planning activities for the section; review, analyze, and implement state and federal legislation relating to the agency's programs; analyze and effectively recommend statutory and contractual changes which affect the section's responsibilities; and lead or participate on teams to improve departmental or divisional operations. 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 was created effective March 12, 2000, and announced in Bulletin CLR/SC-109, in order to describe professional supervisory positions located at the Department of Employe Trust Funds which are responsible for supervising the activities of specialized employe benefit program(s). This classification replaces the Trust Funds Supervisor 1 and 2 classifications which were created effective August 13, 1989, and abolished effective March 12, 2000 (see bulletins CC-202 and CLR/SC-109, respectively). This classification was created as a result of the Department of Employment Relations' expansion of the broadband pay system.