

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

BUDGET AND CAPITAL OFFICER

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 for a single non-supervisory position in the Department of Transportation (DOT) responsible for the administration of the department's revenue bonding program, management of the department's biennial and annual budget systems, and management of the position control system and a single non-supervisory position at the Board of Commissioner of Public Lands (BCPL) responsible for managing all fiscal operations, reports, policies, reporting for the agency. This classification specification is not intended to identify every duty which may be assigned to the 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 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Included in this classification are two positions: (1) a single non-supervisory position in the Department of Transportation responsible for the administration of the department's revenue bonding program, and management and analysis of the department's funding distribution and budget initiatives. (2) a single non-supervisory position at the Board of Commissioner of Public Lands responsible for managing all fiscal operations, fiscal reports, fiscal policies, and fiscal reporting for the agency.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which do not meet the statutory definition of management, as defined in s. 111.81(13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Positions which do not meet the definition of professional, as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook Chapter;
3. Positions which 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;

4. Positions performing fiscal administrative support activities and should otherwise be classified as a financial specialist or within an administrative support classification; or
 5. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance into the Classification

Entrance into this classification is by competition.

II. DEFINITION

Positions within this classification fall within two allocation pattern, one for each position:

Allocation #1: This position in DOT functions as the program manager of the capital finance and budget operations function which includes the administration of the department's revenue bonding program, and fiscal and management analysis of complex transportation program policy and funding. This position formulates policy statements, develops department positions on major policy issues, reviews and evaluates legislative actions and Governor's initiatives for agency financing impacts, directs program analysis and special studies to increase efficiency of operations and improve program performance and prepares administrative policies and procedures for assigned areas.

Allocation#2: This position in BCPL manages the fiscal operations of the agency and directs the development and maintenance of complex automated financial systems and internal operating procedures. The position manages accounting for trust fund investments and reconciles investment transactions and portfolios including overseeing forecasting of fund income, loan interest, bond interest and equity dividends. Position manages all accounting and financial aspects of the agency and prepares and maintains agency budgets including required financial reporting.

III. QUALIFICATIONS

The qualifications required for positions in this classification 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 new classification specification was created effective February 1, 1998, as part of the realignment of staff of the Department of Transportation's Office of Policy and Budget. It is intended to be a single position classification. See DER Bulletin CC/SC-81.

This classification was modified effective January 2, 2022, and announced in DPM-0563-CC/SC, to add a single position in the Board of Commissioners of Public Lands and to make general updates to the language throughout the classification.