

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PAYROLL AND BENEFITS 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 present and future professional payroll and/or benefit unit supervisor positions located in the employing units of state agencies utilizing the Department of Administration (DOA) Central Payroll System or the University of Wisconsin Employee Compensation and Benefits Services (ECBS) Payroll System.

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 professional positions which supervise the payroll and benefits function within a satellite payroll and benefits office or other employing unit of a state agency or campus (e.g., division, bureau, school, college). Positions supervise a unit of support staff classified as Payroll and Benefits Specialist, Payroll and Benefits Assistant, University Benefit Specialist, or Payroll and Benefit Systems Coordinator, or supervise a unit of classified support staff such as Office Operations Associate, Financial Specialist, etc., and also perform duties similar to the University Benefit Specialist. Positions allocated to this classification must meet the statutory definition of supervisor and professional employee, as defined in s. 111.81(19) and (15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Nonsupervisory positions which spend the majority of the time performing Payroll and Benefits Specialist, Payroll and Benefits Specialists Confidential, Payroll and Benefits Assistant, Payroll and Benefit Systems Coordinator, or University Benefit Specialist duties, and are more appropriately classified in one of those titles.
2. Supervisory positions which do not spend the majority of the time supervising, administering, managing, and performing payroll and/or benefit functions within a satellite payroll and benefits office.
3. Positions which supervise the centralized payroll and/or benefits program within an agency or campus and are more appropriately classified as Payroll and Benefits Program 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

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All positions in this classification supervise support staff and also perform the following activities within an employing unit (i.e., satellite payroll office) for a majority of time: provide training for staff and payroll timekeepers; establish efficient operating procedures and policies to assure the accurate and timely preparation of payroll, reports and other documents; ensure efficient utilization of resources; function as the employing unit-wide expert in matters related to payroll and benefits provided under the civil service law, collective bargaining agreements, Employee Trust Funds laws, Worker's Compensation laws, Unemployment Compensation laws, etc.; provide advice and consultation to employees related to payroll and benefits; coordinate activities with the agency or campus central payroll and benefits office.

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 May 20, 2001, and announced in Bulletin CLR/SC-130. It replaces the Payroll and Benefits Supervisor 1 classification which was abolished on that date. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications. The classification specification was modified effective November 20, 2011, and announced in bulletin OSER-0290-MRS/SC to remove the representative positions for the University System.

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