

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PAYROLL AND BENEFIT SYSTEMS COORDINATOR
CLASSIFICATION SERIES

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 to present and future positions which perform complex payroll or benefit related functions that coordinate major payroll or benefit data system program development for the Department of Administration.

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

This series encompasses positions that perform complex payroll or benefit related functions by coordinating complex data processing within the Division of Executive Budget and Finance, Department of Administration, a major, central payroll and benefit processing center affecting 30,000 or more State employees. Positions allocated to this series coordinate major payroll or benefit data system program development.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which spend the majority of the time performing Payroll and Benefit Specialist duties focused on a single agency and are more appropriately classified in the Payroll and Benefit Specialist series.
2. Positions which meet the statutory definition of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as administrated and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which do not meet the statutory definition of confidential as defined in s.

111.81(7), Wis. Stats., as administrated and interpreted by the Wisconsin Employment Relations Commission.

4. Positions which spend the majority of the time performing professional IT duties and are more appropriately classified in professional IS classifications.
 5. Positions which are not located within the Department of Administration.
 6. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competition. Progression from the Payroll and Benefits System Coordinator level to the Senior level is by reclassification based on the achievement of the required training, work experience and the satisfactory performance of work. Entrance to the Advanced level is by competition. First time assignment of lead worker responsibilities requires competition.

II. DEFINITIONS

PAYROLL AND BENEFIT SYSTEMS COORDINATOR

This is the entry level for positions performing payroll or benefits functions in the central processing center data system. Positions in this classification may perform duties described in one of the allocations described in the Senior level of this classification as they learn the statewide payroll and benefits system and perform work similar to that described at the Senior level in either the 1) Payroll Coordinator allocation or the 2) Benefits Coordinator allocations. Positions in either allocation work under close progressing to general supervision. Emphasis at this level is on learning and applying the applicable rules and regulations, policies and procedures in the applicable program area (i.e., payroll or benefits).

PAYROLL AND BENEFIT SYSTEMS COORDINATOR - SENIOR

This is the objective level positions performing complex payroll or benefits functions as the developer and manager of central processing center data systems and positions perform the described duties under general supervision. Positions in this classification are allocated as either a 1) Payroll Coordinator or 2) Benefit Coordinator, as described below:

1) Payroll Coordinator: This allocation will perform administrative and technical functions associated with the administration of the bi-weekly payroll and leave accounting processing activities in the Central Payroll Section. This includes the pre-audit of various payroll transactions prior to approval in the central payroll system for accuracy and compliance with the state's Compensation Plan; scheduling and coordination of the statewide leave accounting (L/A) system activities; maintaining and distributing payroll reports and queries for internal and external partners; research and correction of payroll system error reports; provision of technical assistance to the state agencies relating to the central payroll system. Duties also include preparation of leave accounting system service requests that define new system requirements, review test out-put and research program bugs. Positions perform analysis and provide design input for annual projects such as the benefits statement, Federal and State tax withholding

changes, retirement rate updates and the dual employment audit. Positions are assigned complex special projects by the section chief; confer with the Division of Personnel Management (DPM), Department of Employee Trust Funds (ETF), as well as the STAR Support Organization (SSO) developers and Department of Administration-Budget office relative to all of the programs listed above; confer with DOA-legal counsel when necessary; and respond to questions from state agency Payroll and Human Resource representatives regarding all of the above.

2) Benefit Coordinator: This allocation will perform administrative and technical functions associated with the administration of the state benefits systems in the Central Benefits Section. This includes the direction of technical tasks required for biweekly and annual processing of employee benefits via the state ERP system; manage the transfer of elections to ETF and other plan vendors through the electronic interface; run vendor interfaces to manage calculation of nightly batch process, and ensure accuracy and completion; manage data corrections and re-processing in system events; research and correct benefits system error reports using the on-line system; provide training to agencies on the use of the state ERP system; assist agencies with the on-line error correction process; initiate file transfers and downloads with vendors and other agencies; and work with finance teams to release payments to vendors.

PAYROLL AND BENEFIT SYSTEMS COORDINATOR - ADVANCED

This is the advanced level for positions working in the Central Payroll Section or the Central Benefits Section and reserved for positions whom, for a majority of the time, perform duties related to specialized central payroll or central benefit areas. Positions at this level serve as the principal (i.e., singular) technical authority in the section and in either 1) the administration of the central payroll program or 2) the administration of the central benefits program. Both of these programs have statewide impact and affect all state agencies who use the central payroll and benefits systems.

Positions at this perform a combination of the following: works with the program section chief or supervisor in the development of short and long-range strategic plans for the program area; and serves as the primary liaison with SSO, DPM and ETF staff for clarification of policy; serves as the primary/lead contact with agency payroll staff and outside vendors for clarification on procedure and to issue procedural guidance to state agencies; participates in the design and development of major payroll/benefit system updates that affect the statewide system; and directs or coordinates the testing of revisions and system modifications prior to implementation.

Positions in this classification may also function as a formal lead worker who has the responsibility to train, assist, instruct and assign the work of staff (Note: Lead workers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.).

Positions in this classification may perform the work described in the Senior level of this classification, but for less than a majority of the time.

Representative Position:

Central Payroll Systems Coordinator, DOA – This position functions as the deputy chief of the central payroll processing center. This position manages the day-to-day technical operations of the statewide payroll systems; develops payroll and leave accounting processing activities; assists in the development and maintenance of new and existing statewide payroll projects and functions as the primary technical expert of the statewide payroll system; and acts as the primary liaison/consultant with the STAR Support Organization, the Division of Personnel Management, the Department of Employee Trust Funds, and

agency payroll staff from the 35 supported agencies.

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 series was created effective February 9, 1992, as a result of the Payroll and Benefits Survey and announced in Bulletin CC-314. The confidential portion of this classification was created and the specification modified effective June 27, 1993 and announced in Bulletin CC/SC-1 to reflect Fiscal and Staff Services Bargaining Unit exclusions. This classification series was modified effective March 12, 2000, to remove the allocation for the position that coordinates major payroll data processing functions within the Department of Administration's Central Payroll Center. This action was necessary in order to accommodate the expansion of the broadband pay structure implemented on March 12, 2000, under the provisions of the 1999-2001 Compensation Plan. The specification was also modified at that time to update references to the UW Processing Center (formerly referred to as the Peterson Payroll Processing Center). The specifications were again modified effective April 9, 2000, and announced in Bulletin CLR/SC-110 to include the second allocation.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

This classification series was modified effective March 6, 2016 and announced in Bulletin DPM-0420-CC/SC to make it specific to the DOA by removing UW references and to allow for positions in both payroll and benefits areas.

This classification series was updated was modified effective August 6, 2017 and announced in Bulletin DPM-0450-CC/SC to create an advanced level of the specification to allow for one position in the central payroll section and one position in the central benefits section to act as a technical subject matter expert. The definition language was further revised to clarify the progression from the Entry to Senior level and the necessity for competition to enter the Advanced level.

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