

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**UNCLAIMED PROPERTY SPECIALIST
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 professional positions located within the Department of Revenue which perform analysis of unclaimed property claims to determine ownership of property. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that 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.

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 classification series encompasses professional positions located within the Department of Revenue which perform analysis of unclaimed property claims to determine ownership of property. Positions allocated to this classification series gather and verify information about claims; analyze, review, and process records and forms to administer claim management under statutory provisions; provide direction to claimants or their representatives about claim requirements and eligibility; and compute and determine payments or assets and securities transfer.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management in Wis. Stats. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter positions within this classification series by competition. Movement to the Objective level will occur by reclassification, based on the achievement of the required training, education, or experience, and the satisfactory performance of the work. Movement to the Advanced level will occur by competition.

II. DEFINITIONS

UNCLAIMED PROPERTY SPECIALIST

Positions allocated to this classification level perform entry-level professional Unclaimed Property Specialist duties. Positions review and approve unclaimed property claims; assist claimants and other interested parties in interpreting the provisions of Wisconsin law concerning unclaimed property, intestate successions, and escheats; review Wisconsin tax records against unclaimed property records to locate and pay properties to the rightful owner; process security transactions related to the approval of claims for property involving shares of stock or mutual funds; receive, review, and reconcile basic unclaimed property holder reports with payments; and provide customer service to unclaimed property claimants and holders via the telephone and e-mail. Positions at this level approve claims up to \$5,000. Work is performed under close supervision.

UNCLAIMED PROPERTY SPECIALIST – DEVELOPMENTAL

Positions allocated to this classification level perform developmental – level professional Unclaimed Property Specialist duties. Positions perform all the duties identified at the Entry level and in addition, review and analyze more complex holder reports, complete basic securities portfolio reconciliation tasks, provide in-person customer service, process reciprocity claims, complete system testing, and complete basic functions related to tangible property (stocks and mutual funds). Positions at this level approve claims up to \$10,000. Work is performed under limited supervision.

UNCLAIMED PROPERTY SPECIALIST - SENIOR

Positions allocated to this classification level perform objective-level professional Unclaimed Property Specialist duties. Positions perform all the duties identified at the Developmental level and in addition, positions perform all holder reporting functions and all functions related to tangible property (stocks, mutual funds, savings bonds and safe deposit boxes), reconcile weekly ACH transactions related to securities portfolio, process escheated estates received from probate courts, and inventory safe deposit box contents and prepare items for auction. Positions at this level approve claims up to \$20,000. Work is performed under general supervision.

UNCLAIMED PROPERTY SPECIALIST – ADVANCED

The position allocated to this classification level functions as the leadworker and trains, assigns the work, reviews the work, and completes call review scorecards of other Unclaimed Property Specialist positions. This position receives, reviews, and reconciles the most complex reconciliations of property holder reports with payments, safe deposit boxes, and other property received; inventories safekeeping properties in unclaimed property systems; oversees the preparation, delivery and sales of safekeeping properties for auction; reviews holder report reconciliations completed by unclaimed property staff, reviews and approves claims up to \$20,000 done by Unclaimed Property Specialists. This position also develops and provides training materials for staff and others in the Department of Revenue and responds to procedural and system

questions related to unclaimed property. This position is also responsible for developing test scenarios to test unclaimed property systems. 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 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 November 24, 2019 as a result of the Unclaimed Property personnel management survey, which resulted in the creation of this progression series and the abolishment of the Unclaimed Property Representative classification series.

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