

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FUEL TAX AND REGISTRATION AUDITOR
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under 34 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions located within the Department of Transportation which conduct specialized field audits of motor carrier records to ensure payment of fuel tax and registration fees due, and to ensure compliance with the International Fuel Tax Agreement (IFTA) and the International Registration Plan (IRP). 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 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 includes professional positions located within the Department of Transportation which conduct specialized field audits of motor carrier records to ensure payment of fuel tax and registration fees due, and to ensure compliance with the International Fuel Tax Agreement (IFTA) and the International Registration Plan (IRP). Positions allocated to this series conduct audits which verify the accuracy of fuel tax and registration fee payments due Wisconsin and other members of the International Fuel Tax Agreement (IFTA) and the International Registration Plan (IRP) from Wisconsin motor carriers.

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 as defined in Wis. Sta. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions located within the Department of Revenue which spend the majority of their time examining tax returns and records and conduct office and field audits of individuals,

partnerships, and corporations for the proper application of the Internal Revenue code and Wisconsin tax laws and are more appropriately classified as Revenue Auditors and Revenue Field Auditors.

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification

Employees enter positions within this classification by competitive examination. Progression to the Fuel Tax and Registration Auditor Lead level is through competition.

II. DEFINITIONS

FUEL TAX AND REGISTRATION AUDITOR (FTRA)

This classification is used as entry progressing to objective level professional positions located within the Department of Transportation which conduct specialized field audits of motor carrier records to ensure payment of fuel tax and registration fees due, and to ensure compliance with the International Fuel Tax Agreement (IFTA) and the International Registration Plan (IRP) from Wisconsin motor carriers. These audits determine correct fuel tax and registration revenues due Wisconsin and other jurisdictions and ensure that Wisconsin and other jurisdictions are receiving their proper share of revenue.

FUEL TAX AND REGISTRATION AUDITOR LEAD

This classification is an objective level for the designated leadworker over other FTRA positions. The position performs all activities at the FTRA level and in addition independently determines which motor carriers to select for audit and assigns selected audits to other FTAs. Provides oversight, training, and assistance to FTAs and accompanies them on audits as necessary. Reviews audits and assists section chief in peer reviews from other IRP and IFTA jurisdictions and represents WI in the peer review process. Assists with operating budget, long range and short range planning for the unit, Motor Carrier Advisory Committee meetings and prepares for and conducts hearings before the WI IFTA Commissioner for carriers who file an appeal of IRP or IFTA audit findings. Position also writes grant proposals for federal initiatives and writes reports on grant-related activities.

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 effective April 5, 1992. The Fuel Tax and Registration Auditor Entry and Objective level classifications were abolished and a one level Fuel Tax and Registration Auditor classification was created effective December 31, 2000 and announced in Bulletin CLR/SC-123 to implement a semi-automatic pay progression classification. This classification specification was updated on October 15, 2006 and announced in Bulletin OSER-0143-MRS/SC to add a level for a Fuel Tax and Registration Auditor Lead.

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