

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**REVENUE AUDIT SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located within the Department of Revenue which supervise tax-related audit programs. 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 includes professional first-line supervisory positions located within the Department of Revenue that administer tax-related office audit programs.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not located within the Department of Revenue.
3. All other positions, which are more appropriately, identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## **II. DEFINITION**

### **REVENUE AUDIT SUPERVISOR**

Positions allocated to this classification include: (1) Excise Office Audit Supervisor: This position organizes and supervises office audit and review functions for all excise taxes (distilled spirits, wine, beer, cigarettes tobacco, motor fuel, special fuel, aviation fuel, and gift); develops, revises, proofs and determines order amounts for most of the reporting forms and instructions used in these excise tax programs, and coordinates several annual mail-outs of such forms to excise permittees; and supervises the review and closing of selected estates and the issuing of lien releases and consents relating to property owned by a decedent; and (2) Office Audit Supervisor: These positions supervise the work of Revenue Auditors who perform a wide range of auditing activities primarily concerned with corporation franchise/income tax and/or individual income tax issues; coordinates training and development of the Revenue Auditors; develops, communicates and implements office audit standards, policies, and procedures; reviews tax programs as they affect central audit projects; and performs research and technical duties as assigned. 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 was created effective March 12, 2000 as a result of the broadbanding study and announced in Bulletin CLR/SC-109 to describe professional supervisory positions located within the Department of Revenue, that supervise employees involved in tax-related office audit programs. In addition, the Revenue Audit Supervisor 1, 2 and 3 classifications have been abolished.

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