

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

REVENUE ADMINISTRATIVE MANAGER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional supervisory and management positions located within the Department of Revenue. Positions allocated to this classification administer and manage Department of Revenue programs. 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

Positions in this classification are professional supervisory and management positions located within the Department of Revenue. Positions allocated to this classification administer Department of Revenue programs and are responsible for program planning, policy and procedure input and development, budget development and supervision of staff within their respective program area. Positions allocated to this classification must meet the statutory definitions of management, and supervisor as defined in s. 111.81(13) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of management, and supervisor and as defined in s. 111.81(13), and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are located outside the Department of Revenue.
3. Positions which, for a majority of the time, function as a supervisor of professional staff performing planning, policy development, program evaluation or similar analytic functions and are more appropriately classified as Revenue Management Supervisor.

4. Positions, which, for a majority of the time, function as a manager over general administrative functions without a specific senior management classification and which are more appropriately classified as Administrative Manager.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

## II. DEFINITION

### REVENUE ADMINISTRATIVE MANAGER

Positions in this classification are professional management and supervisory positions located within the Department of Revenue. These positions have a significant role and responsibility to make complex independent judgments and decisions within the scope of their responsibility as a result of delegated authority. Managers are engaged in predominately executive and managerial functions that direct a major and significant program within Department of Revenue and serve as: 1) Bureau Directors, 2) Deputy Division Administrators, 3) Section Chief of one of the allocations listed below, 4) Director, Office of Technical and Assessment Services, Division of State and Local Finance, 5) Assistant Audit Bureau Director, 6) Director, Office of Criminal Investigation, 7) Director, Office of Technical Services, 8) Deputy Bureau Directors or 9) Director, Office of Enforcement and Compliance.

#### Income, Sales and Excise – IS&E Section Chief Allocations:

##### Sections in the Audit Bureau:

- 1) Sales/Use Tax
- 2) Individual Income Tax
- 3) Business & Pass-Through Income
- 4) Corporation Income/Franchise Tax

##### Sections in the Compliance Bureau:

- 5) Field Compliance
- 6) Central Compliance

## 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.

**Special Requirements:** Per Wisconsin Administrative Code, Tax 12.06(2) (c) (c) Duties of Assessors - Assessor 3 certification is mandatory for positions that supervise subordinate assessment staff. Division of State and Local Finance requires this certification within the first six months of employment.

## IV. ADMINISTRATIVE INFORMATION

The Revenue Administrative Officer classification series was created effective June 1990 as part of the Revenue Auditor Survey (see Bulletin CC/-245). This classification specification was revised effective January 19, 1997 (see Bulletin CC/SC-62) to move two Revenue Administrative Officer 4 allocations to Revenue Administrative Officer 5: the Director, Tax Processing Bureau and the Director, Appellate Bureau. These allocations were moved to the higher level as a result of the increased complexity of these positions due to departmental reorganizations and reassignments of tax program responsibilities and the addition of new automation projects. Effective July 6, 1997, the Revenue Administrative Officer 3, 4, and 5 classification series was abolished and the Revenue Administrative Manager classification was created for the new Senior Manager Program (see Bulletin CC/SC-76). The Revenue Administrative Manager classification was again modified effective August 15, 1999, to consolidate the classifications of Revenue Administrative Manager, Property Assessment Manager, and State & Local Finance Administrative Officer (see Bulletin CLR/SC-102). This classification was again modified effective March 12, 2000, as a result of the Broadbanding Study and announced in Bulletin CLR/SC-109 to describe professional supervisory and management positions located within the Department of Revenue that administer large Department of Revenue programs. This classification was modified effective January 13, 2002, and announced in Bulletin CLR/SC-136 to add an allocation for the Portfolio and Project Manager position. This classification was modified effective December 14, 2003, and announced in Bulletin OSER-0006-MRS-SC to remove the allocation for the Integrated Tax System Project Manager position because it is no longer used.

This classification was modified effective April 3, 2005, and announced in Bulletin OSER-0061-MRS-SC to implement the following changes: (1) add an allocation for the Director, Property Tax Bureau; (2) remove the following allocations: Director, Bureau of Utility and Special Taxes, Director, Bureau of Local Financial Assistance, Assistant Administrator, Division of State and Local Finance; (3) to implement the change in working title for the following: Equalization Bureau Director is now the Chief, Equalization Section; Manufacturing and Telco Assessment Director is now Chief, Manufacturing and Utility Assessment Section; and (4) additional job functions were added under the Director, Office of Assessment Practices.

This classification was modified effective June 12, 2005, and announced in Bulletin OSER-0065-MRS-SC to add two allocations: the Deputy Administrator of the State and Local Finance Division and the Manager, Wisconsin Income Processing & Audit System Project.

This classification was modified effective October 15, 2006, and announced in Bulletin OSER-0143-MRS/SC to add the requirement for Assessor 3 certification within the first six-months of employment for the Chief, Equalization Section, Chief, Manufacturing and Utility Assessment Section, and Director, Office of Assessment Practices allocations (#9, #10, and #11 respectively) per Wisconsin Administrative Code, Tax 12.06(2)(c)(c).

This classification was modified effective May 13, 2007 and announced in Bulletin OSER-0164-MRS-SC to add the allocation of Deputy Administrator for the Taxpayer Services Division and updated the working title for the Customer Service and Education Bureau in the Taxpayer Services Division.

This classification was further modified effective September 2, 2007 and announced in Bulletin OSER-0170-MRS/SC to add the allocation of Manager, Integrated Property Assessment System (IPAS) Project. This classification series was modified effective September 14, 2008 and announced in bulletin OSER 0221-MRS/SC to reflect two new Section chief allocations and to broaden the scope by excluding specific references to each position.

This classification series was modified effective September 14, 2008 and announced in bulletin OSER 0221-MRS/SC to reflect two new Section chief allocations and to broaden the scope by excluding specific references to each position.

This classification was modified effective March 14, 2010 and announced in Bulletin OSER-0262-CLR/SC to add the allocation of Chief, Technical Services & Privacy Office.

This classification was further modified effective January 13, 2013 and announced in Bulletin OSER-0318-MRS/SC to 1) remove the Project Manager Allocations: Manager, Wisconsin Income Processing & Audit System (WINPAS) Project: and Manager, Integrated Property Assessment System (IPAS) Project for the State and Local Finance Division; 2) add an allocation for Director of the Office of Technical and Assessment Services, Division of State and Local Finance; and 3) update the Section Chief Allocations: a) delete: Equalization, and Manufacturing and Utilities Assessment; and b) update the Technical Services (removed the Privacy Office).

This classification was further modified effective August 11, 2013 and announced in Bulletin OSER-0336-MRS/SC to update the Section Chief Allocations and Assessor 3 reference in the Qualifications section.

This classification was further modified effected September 8, 2013 and announced in Bulletin OSER-0338-MRS/SC to include the addition of the Assistant Audit Bureau Director allocation due to reorganization.

This classification was further modified effective August 23, 2015 and announced in Bulletin DPM-0407-CC/SC (published September 6, 2015) to update the Section Chief Allocations and add new Office Director positions.

This classification modified effective February 05, 2017 and announced in Bulletin DPM-0439-CC/SC to include an allocation pattern for Deputy Bureau Directors who function in a line capacity.

This classification was modified effective April 21, 2024 and announced in Bulletin DPM-0620-CC/SC to include an allocation pattern for a single position in the Lottery Division.

\*\*\*All of the prior modifications are reflected in the Administration Information section of the specification.

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WAM/TM  
TLW/WAM  
TSH/SH  
JJK/PLW  
LSW/PLW  
TW/DM  
TW/HK  
TW/PCF  
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