

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ENTERPRISE RESOURCE PLANNING (ERP) SUPERVISOR

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 supervisory positions which administer programs within the State Transforming Agency Resources (STAR) Program Office, Department of Administration. This classification specification is not intended to identify every duty or combination of duties which may be assigned to the positions allocated to this classification series, but is intended to serve as a framework for the 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

The positions in this classification are professional supervisory positions which administer programs within the STAR Program Office, Department of Administration. These positions are responsible for overseeing an assigned system functional suite (specifically human capital management, finance, or procurement) in the Enterprise Resource Planning (ERP) System. Positions allocated to this classification recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, discipline and adjustment of grievances of subordinate staff, and must meet the statutory definition of supervisor and management as defined in s. 111.81(13) and (19), Wis. Stats.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which do not meet the statutory definition of management and supervisor as defined in s. 111.81(13) and (19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not meet the definition professional, as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook Chapter.

3. Positions which are not located within the Department of Administration in the STAR Program Office and do not supervise ERP Business Analysts within the Finance, Procurement or Human Capital Management modules.
4. 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 by competition.

E. Definition of Terms

Enhancements / enhancement requests: Changes to the enterprise resource planning system that require system adjustment beyond the delivered product (e.g., customized development solutions, or creation of new pages/material, code change) or other significant changes to the system. This level of change requires a detailed and comprehensive plan to be approved by management to allow for significant resources to be devoted to the project's completion. This type of change usually refers to a change beyond that which is a delivered part of the system and may have future impact to the system's use and maintenance.

Functional suite: a subdivision of the STAR PeopleSoft system, each divided and managed by a section/unit, specifically the human capital management (HCM) functional suite; the finance functional suite; and the procurement functional suite.

Modifications / modification requests: Changes to the enterprise resource planning system that require configuration adjustments using the pre-designed options of the system and/or customizations to the system that involve code changes. These changes require testing to ensure compatibility and may have future impact to the system's use and maintenance.

Module: a subcomponent and area of expertise within a functional suite such as, but not limited to: for the HCM functional suite, time and labor, payroll, absence management; for the finance functional suite, accounts payable, accounts receivable; for the procurement functional suite, inventory and cost accounting, strategic sourcing, ledger processing.

System development team: This team encompasses the software development team responsible for performing coding changes required to implement system enhancements or modifications, software bug fixes, and system maintenance.

II. DEFINITIONS

ERP SUPERVISOR

Positions allocated to this classification specification are professional supervisors of an assigned functional suite (i.e., HCM, finance, and procurement) of the state's Enterprise Resource Planning (ERP) system; are located in the STAR Program Office; and supervise professional ERP Business Analyst positions performing work in either the Finance, Procurement, or Human Capital Management suites, whom function as the liaisons between the business process / policy owners and the system development team.

Positions allocated to this classification specification are responsible for supervising subordinate staff; overseeing the operational updates of their assigned functional suite and associated modules; reviewing modifications and/or enhancement requests designed and/or proposed by staff; serve as the technical expert for a functional suite, ensuring that the system is being effectively used; monitoring program expenditures and staff assignments; and providing recommendations to executive policy committees in regards to system changes.

Positions may perform some functions similar to an ERP Business Analyst, but for less than a majority of the time. 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 September 1, 2019, in bulletin DPM-0500-CC/SC, as a result of the STAR Program Office personnel management survey to create a new classification for positions supervising the work of Enterprise Resource Planning Business Analysts.

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