

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PAYROLL AND BENEFITS PROGRAM OFFICER

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 payroll and benefit management positions which are located within the central payroll and benefits office within a major state agency or the Department of Administration consolidated payroll office and are responsible for the management and supervision of the entire payroll and benefits function. This classification specification is not intended to identify every duty that 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses management positions which have overall responsibility for the payroll and benefits program for a major state agency or within the consolidated payroll office of the Department of Administration. These positions supervise payroll and benefits positions (e.g., Payroll and Benefits Specialists, and may supervise payroll and benefits supervisors or payroll and benefits program supervisors. Central payroll and benefits offices are defined as DOA System state agencies’ central payroll office as opposed to a satellite office, such as those found at the division level or lower, or within an institution. Positions allocated to this classification must meet the statutory definitions of management, supervisor and professional employee, as defined in s. 111.81(13), (19) and (15), 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, supervisor, and professional as defined in Wis. Stats. 111.81(13), (19), and (15) and interpreted by the Wisconsin Employment Relations Commission.
2. Supervisory positions which do not spend the majority of the time supervising, administering, and managing payroll and benefit programs.

3. Positions which supervise the payroll and benefits function within a division, institution, or other satellite office.
4. Positions which supervise payroll and benefits functions, but that are not located in a major state agency or within the consolidated payroll office of the Department of Administration.
5. Positions which are the first-line supervisor working under the direction of a Payroll and Benefits Program Officer and are more appropriately classified as Payroll and Benefits Program Supervisor.
6. Positions which are located in the University of Wisconsin System or University of Wisconsin Hospital and Clinics.
7. 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. TERMINOLOGY USED IN THIS SPECIFICATION

Major state agency: An agency consisting of more than 1,500 full-time permanent or seasonal positions.

III. DEFINITION

PAYROLL AND BENEFITS PROGRAM OFFICER

All positions in this classification perform a combination of all of the following activities for a majority of time: responsible for the overall management and administration of a complex payroll and benefits program for all agency employees in accordance with applicable state and federal laws, rules, and regulations, as well as a large number of collective bargaining agreements and the State of Wisconsin Compensation Plan; manage employee benefits administration, including Wisconsin Retirement System and related insurance programs such as Worker's Compensation and Unemployment Compensation, and other state and federal laws, including those relating to military leave e.g., Uniform Services Employment and Reemployment Rights Act (USERRA); administer agency specific payroll and benefits information technology systems; provide leadership and monitoring of the activities of agency payroll operations for locations across the state; and provide advice and consultation on the payroll and benefits programs and system to top agency management as well as other agencies including the Department of Administration Central Payroll Office, Department of Employee Trust Funds, and Office of State Employment Relations. These positions also must supervise central office payroll staff.

Representative Positions

Department of Corrections, Bureau of Personnel & Human Resources: Development, formulation and implementation of operational policies and procedures affecting the payroll operation of the Department, pay or fringe benefits of the employees and Bureau operations; management and direction of payroll processing and related activities and administration and management of a comprehensive employee benefit programs for over 11,000 permanent employees, as well as LTE and project employees in adult institutions, juvenile schools, center system centers, regional offices and central office; provide consultation, expertise and

perspective from a major agency on the operation of payroll-benefit programs and systems; and supervision of central office staff and leadership and monitoring of payroll staff at 24 locations across the state. The majority of the department's operations are 24 hour per day, seven day per week and require complex overtime and supplemental pay administration.

Department of Administration, Bureau of Personnel: Management of a very complex, multi-agency payroll and benefits program provided by the payroll section for DOA, attached boards and commissions, and HR consolidated agencies; formulation, development and implementation of policies and operating procedures which have a significant impact on the operations of many different agencies; initiate corrective actions for payroll issues; provide supervision to payroll section staff including functional supervision of State Fair Park staff headquartered remotely; administration and management of comprehensive employee benefits programs for the Department..

IV. 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.

V. ADMINISTRATIVE INFORMATION

This classification was created July 6, 2008 and announced in Bulletin OSER-0198-MRS/SC to describe management level positions that supervise and oversee payroll and benefit operations for major state agencies.

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