

Effective Date: June 26, 1994

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EXCISE TAX AGENT SUPERVISOR

I. INTRODUCTION

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the position which functions as the Chief of the Alcohol and Tobacco Enforcement Section in the Division of Income, Sales and Excise Tax in the Department of Revenue. This classification specification is not intended to identify every duty which may be assigned to the position, 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.

II. DEFINITIONS

Under the general supervision of the Assistant Administrator of the Division of Income, Sales and Excise Tax, plan and supervise the field inspection and investigation programs for the enforcement of alcohol, beverage, cigarette, tobacco products and controlled substance tax laws. Review reports and analyze performance statistics to recommend changes in procedure or policy. Establish long and short range goals for the excise tax enforcement program. Coordinate enforcement activities with other state, local and federal agencies. Analyze proposed legislation and make legislative recommendation to the Assistant Administrator. Advise Assistant Administrator of actual or potential problems and recommend solutions. Respond to written and oral requests for information on alcohol, tobacco and controlled substance tax laws and their enforcement.

III. QUALIFICATIONS

General. The qualifications 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. Prior to final appointment, must meet the Wisconsin Law Enforcement Standards Board recruit requirements for Certification as a Law Enforcement Officer.

IV. ADMINISTRATIVE INFORMATION

This classification series was created as a result of the Professional Law Enforcement Survey which resulted in the development of new or modified classification titles for Excise Tax Agents in the Department of Revenue and Special Agents in the Department of Justice. This newly created classification was announced in Bulletin CC/SC-20 and replaced the Excise Tax Investigation Supervisor classification.

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