

**Effective Date: February 4, 1996**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**CHIEF OF CENTRAL PAYROLL**

**I. INTRODUCTION**

This classification specification is the basic authority [under ER 2.04, Wis. Admin. Code] for making classification decisions relative to the Department of Administration's Chief of Central Payroll position.

**II. DEFINITION**

The single position allocated to this classification is located in the Department of Administration (DOA). This position is responsible for directing and administering the state central payroll system which includes providing policy direction to approximately 45 agencies and coordinating the administrative processing activities associated with the fringe benefit programs and compensation provisions with the Departments of Employee Trust Funds (ETF) and Employment Relations (DER).

**III. QUALIFICATIONS**

The qualifications required for this position 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 position was formerly allocated to the Payroll and Benefits Supervisor class series. Positions in that class series administer policies developed by the Departments of Employment Relations, Employee Trust Funds and Administration. Since this DOA position does not administer an agency payroll and benefits program, but rather develops implementation and processing policies for these agencies, it was determined that a separate classification would be appropriate. In addition, the pay range assignment for this position was changed from a 16 to a 17 (see Bulletin CC/SC-49).

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