

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

REVENUE SERVICES CONSULTANT
CLASSIFICATION SERIES

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 level Department of Revenue positions located within the classified service. Positions allocated to these classifications are located in the Lottery Division and perform program implementation, planning and development, and research work. 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.

B. Inclusions

This classification series encompasses positions located within the Department of Revenue, Lottery Division. Positions allocated to this classification are responsible for performing professional program implementation, planning and development, and/or research as it relates to lottery games, venter and player satisfaction.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which, for a majority of the time, perform duties that are more appropriately classified as Program and Planning Analyst, Research Analyst, or Economist.
2. Supervisory, confidential, or management positions as identified in s. 111.81, Wis. Stats.
3. Positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter positions within this classification series by competitive examination. Advancement to the Senior level is through a form of competitive examination.

II. DEFINITIONS

REVENUE SERVICES CONSULTANT

Positions allocated to this classification perform professional work in the Lottery Division of the Department of Revenue. Positions provide recommendations in developing long and short range instant game

introduction schedules; coordinate game and product information implementation with other Lottery program areas and outside contractors; monitor the performance of the vender to insure compliance with contractual, programmatic, and statutory provisions; provide an assessment of problems found, with recommended solutions; provide products and services consultant work; plan and develop and/or assess and recommend modifications to lottery games products or services; and plan and develop games by analyzing game themes, formats, prize structures and ticket designs. The development of games includes developing a timetable for implementation and performance indicators. After implementation, positions monitor the games, assess problems and recommend or correct problems. Positions track incidents; monitor and track product information expenditures; identify opportunities for improvement in lottery games, products or services; enhance existing games; conduct and compile data; and/or monitor contracts. Work is performed under the general supervision of the Research Section Chief or the director of the Bureau of Product Development.

REVENUE SERVICES CONSULTANT - SENIOR

Positions allocated to this level provide professional products and services consultant work analyzing division policies, and developing and designing new products and services. This work is differentiated from work at lower levels based on the scope of decisions that are made and the impact on the over-all lottery program. Positions in this classification use statistical methods for collecting data and design statistical programs in order to plan and develop product information strategies and campaigns; develop point-of-sale campaigns; measure customer opinions; and research game products. Positions at this level also analyze retailer equipment needs. The work is performed under the general supervision of the Research Section Chief or director of the Bureau of Product Development.

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 March 2, 1997, as a result of a reorganization of the Lottery Division and the Professional Program Support Personnel Management Survey, to identify positions which are responsible for the development and implementation of Lottery games. The positions allocated to this classification were formerly classified as Administrative Assistants or Program and Planning Analysts. Announcement of this classification appeared in Bulletin CC/SC-63.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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