

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PAYROLL AND BENEFIT SYSTEMS COORDINATOR
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 positions which perform complex payroll and/or benefit related functions that coordinate major payroll data system program development for the University of Wisconsin (UW) Processing Center.

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

This series encompasses professional positions that perform complex payroll and/or benefit related functions by coordinating complex payroll data processing functions within the UW Processing Center, a major, central payroll processing center affecting 30,000 or more State employees. Positions allocated to this series coordinate major payroll data system program development. These positions must perform these job duties for 90% or more of the time.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which spend the majority of the time performing Payroll and Benefit Specialist duties and are more appropriately classified in the Payroll and Benefit Specialist series.
2. Positions which meet the definition of supervisor in s. 111.81 (19), Wis. Stats., and are more appropriately classified as Payroll and Benefits Supervisors or Payroll and Benefits Program Supervisors.
3. Positions which spend the majority of the time performing professional duties that are more appropriately classified as Information Systems Specialist.

4. Positions which spend the majority of the time coordinating payroll and leave accounting processing activities for the Department of Administration's central payroll center and are more appropriately classified as Central Payroll Systems Coordinator.
5. 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 series by competitive examination. Progression from the Payroll and Benefits System Coordinator level to the Senior level will occur through reclassification. The majority of a position's duties and responsibilities must be recognized in the classification definition in order for the position to be assigned to this classification series.

II. DEFINITIONS

PAYROLL AND BENEFIT SYSTEMS COORDINATOR

This is the entry level for professional positions performing duties described at the Payroll and Benefit Systems Coordinator - Senior level. Work is performed under close or limited supervision.

PAYROLL AND BENEFIT SYSTEMS COORDINATOR SENIOR

This is the objective level for professional positions performing complex payroll and/or benefit functions as the developer and manager of central payroll processing center data systems.

Positions meet one of the following allocations: **(1)** perform responsibilities such as: coordinate scheduling of program requests for data base information; analyze requests for system changes and evaluate the impact of changes; develop and recommend program changes that affect existing system operations; update, debug programs and create test files; ensure data integrity, flexibility, appropriate internal controls and functions; review system operational problems; develop and define specifications for new or modified programs; develop and implement policies, procedures, and standards for system productivity, quality testing methodology, data security and production system control; develop operating procedures and provide training and technical assistance; develop and maintain manuals; act as liaison with Data Processing staff by clarifying and interpreting program specifications with analyst/programmers; monitor project resource allocations, expenditures and time schedules; maintain knowledge of statutory and Compensation Plan provisions, collective bargaining agreements, and Department of Employment Relations administrative rules; **OR (2)** maintain and analyze financial records related to payroll gross salaries, taxes, and fringe benefits; develop and maintain financial journals, accounts and ledgers for salary, non-wage "payroll" payments; federal and state taxes, deductions, and "taxable fringes" by employe classification and budgeted funding source; manage the fiscal year end closing of all deferred benefit accounts in 70 different fringe accounts; administer all business income tax activities in accordance with federal and state laws relating to all payroll income and FICA tax withholding; oversee individual pay disbursement, deduction refunds and other miscellaneous financial transactional activity; design and implement the electronic data warehouse of payroll and benefit information for the UW System; function as lead-worker of the Financial Services section of the UW Processing Center. 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 February 9, 1992, as a result of the Payroll and Benefits Survey and announced in Bulletin CC-314. The confidential portion of this classification was created and the specification modified effective June 27, 1993 and announced in Bulletin CC/SC-1 to reflect Fiscal and Staff Services Bargaining Unit exclusions. This classification series was modified effective March 12, 2000, to remove the allocation for the position that coordinates major payroll data processing functions within the Department of Administration's Central Payroll Center. This action was necessary in order to accommodate the expansion of the broadband pay structure implemented on March 12, 2000, under the provisions of the 1999-2001 Compensation Plan. The specification was also modified at that time to update references to the UW Processing Center (formerly referred to as the Peterson Payroll Processing Center). The specifications were again modified effective April 9, 2000, and announced in Bulletin CLR/SC-110 to include the second allocation.

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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