

Effective Date: March 12, 2000
Modified Effective: May 20, 2001
Modified Effective: November 20, 2011

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

PAYROLL AND BENEFITS PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future professional supervisory payroll and/or benefit positions which are located within the central payroll and benefits office within a state agency or campus and are responsible for supervision of: (1) the entire payroll and benefits function for a state agency or campus **OR** (2) a distinct function within the agency or campus central payroll and benefits office under the supervision of another Payroll and Benefits Program Supervisor, Payroll and Benefits Program Officer, or higher level administrator. 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 professional positions which supervise any combination of payroll and benefits support positions (e.g., Payroll and Benefits Specialists, Payroll and Benefits Specialists Confidential, Payroll and Benefits Assistants, University Benefit Specialists, Payroll and Benefit Systems Coordinators) or subordinate Payroll and Benefits Program Supervisor positions within an agency or campus central payroll and benefits office. Central payroll and benefits offices are defined as either: (1) 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); **OR** (2) a University of Wisconsin Campus Payroll & Benefits Office. Positions allocated to this classification must meet the statutory definitions of supervisor and professional employee, as defined in s. 111.81(19) and (15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Nonsupervisory positions which spend the majority of the time performing payroll and benefits duties.
2. Supervisory positions which do not spend the majority of the time supervising, administering, managing, and performing payroll and/or benefit functions.
3. Positions which supervise the payroll and benefits function within a division, institution, campus employing unit, (other than those identified in the Definition) or other satellite office.
4. 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. DEFINITION

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All positions in this classification perform the following activities for a majority of time: provide training for staff and payroll timekeepers; establish efficient operating procedures and policies to assure the accurate and timely preparation of payroll, reports and other documents mandated by statutes, administrative rules, collective bargaining agreements, and other regulations; ensure efficient utilization of payroll and benefits resources; function as the agency, campus-wide or large UW-Madison or UW-Milwaukee employing unit expert in matters related to payroll and/or benefits provided under the civil service law, collective bargaining agreements, Employee Trust Funds laws, Worker's Compensation laws, Unemployment Compensation laws, etc.; provide advice and consultation on programs and data processing systems and oversee business process improvements related to payroll and benefits for agency management as well as central administrative agencies including the Departments of Administration, Employee Trust Funds and the Office of State Employment Relations; and responsible for the implementation and administration of general compensation changes, pay progression changes, performance recognition awards and discretionary compensation adjustments.

Positions in this classification are described by one of the following allocations.

- 1) **State Agency Central Payroll & Benefits Office Supervisor:** Supervise (1) all aspects of a state agency's centralized payroll and benefits office program for payroll, leave accounting, unemployment compensation, worker's compensation and fringe benefit services **OR** (2) supervise staff in a distinct payroll and/or benefits functional area within a major state agency's centralized payroll and benefits office.
- 2) **University of Wisconsin Campus Payroll & Benefits Office Supervisor:** Supervise (1) the payroll or benefits function within the main, centralized payroll and benefits office of a large campus; **OR** (2) supervise staff in a distinct payroll and benefits functional area within the UW

Service Center at UW-Madison; **OR** (3) supervise the main, centralized payroll and benefits office of a medium or small campus and performs University Benefits Specialist duties; **OR** (4) supervise the staff in a distinct payroll and benefits functional area within a large employing unit on the UW-Madison or UW-Milwaukee campus.

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 was created March 12, 2000, and announced in Bulletin CLR/SC-109. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to expand the definition to include unit supervisory positions located within an agency or campus central payroll office, resulting in the abolishment of the Payroll and Benefits Program Supervisor 1 and 2 classifications. This specification was modified in order to simplify the classification system and to expand the broadband pay system to nonrepresented classifications. The specification was modified effective November 20, 2011, and announced in bulletin OSER-0290-MRS/SC to add an allocation for positions that supervise the staff in a distinct payroll and benefits functional area within a large employing unit in the UW System and to make other minor changes.

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