

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NATURAL RESOURCES REGION FINANCE 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 positions located at the Department of Natural Resources which function as Natural Resources Region Finance Supervisors. This classification specification is not intended to identify every duty which 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 supervisory positions which are responsible for administering the financial management program within a Department of Natural Resources (DNR) region. The financial management program includes procurement, purchasing credit card program, accounts payable, account receivable, and expense budget management, and audit functions within a region. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined s. 111.81(19), as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which perform professional accounting or auditing duties for a majority of the time and are more appropriately classified as Accountant or Auditor.
3. Positions which supervise professional accountant and/or auditor positions or supervise a combination of professional accountant and/or auditor and para-professional financial

specialist positions for a majority of the time and are more appropriately allocated to a corresponding supervisory classification.

4. All other positions which are most appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

II. DEFINITION

NATURAL RESOURCES REGION FINANCE SUPERVISOR

This is responsible supervisory work related to the administration of a DNR regional financial program comprised of procurement, the purchasing credit card program, accounts payable, accounts receivable, expense budget management, and the audit functions within a specific region. Positions supervise a purchasing agent and financial specialists, who are responsible for all activities related to the regional financial program except for the audit functions. Positions conduct external audits of grants-in-aid, as required by Wisconsin Administrative Code, and internal audits of regional license sale accounts, park/forest sticker accounts, collection accounts and petty cash accounts; develop management reports and monitor implementation of recommendations; participate on statewide management teams responsible for the development of internal finance policy, procedure, and recommendations relative to state fiscal policy; and maintain contact with local governmental entities and community-based organizations which contract with the State to provide specialized services. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions would 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 effective May 20, 2001, and announced in Bulletin CC/SC-130, in order to describe positions which provide financial management services in a DNR region. Positions allocated to this classification were previously classified as Financial Specialist Supervisor 5. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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