

POSITION DESCRIPTION

DOA-15302 (C07/2015)
 Previously OSER-DMRS-10
 State of Wisconsin
 Department of Administration/Division of Personnel Management

1. Position No. 007625	2. Cert / Reclass Request No. 24-9912	3. Agency No. 566
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Wisconsin Department of Revenue Division of Alcohol Beverages Bureau of Enforcement 2135 Rimrock Road Madison, WI 53713
6. CLASSIFICATION TITLE OF POSITION Revenue Administrative Manager	8. NAME AND CLASS OF FORMER INCUMBENT
7. CLASS TITLE OPTION (<i>to be filled out by Human Resources Office</i>)	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
9. AGENCY WORKING TITLE OF POSITION Director, Bureau of Enforcement	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Mark Meyer Division Administrator	
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM.	

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

1. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (*Please see sample format and instructions on Page 3.*)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
	SEE ATTACHED	

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (*See Instructions on Page 2*)

- a. The supervision, direction, and review given to the work of this position is close limited general.
 b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
 (*Please initial and date attachments.*)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned to my position.
 (*Please initial and date attachments.*)

Signature of employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

- P-FILE SUPERVISOR EMPLOYEE CERT REQUEST COPY

REVENUE ADMINISTRATIVE MANAGER

Position # 007625

May 29, 2024

POSITION SUMMARY

Under the general direction of the Division Administrator, this position serves as the bureau director of the Bureau of Enforcement and is a sworn law enforcement position with responsibility for statewide administration of detecting and preventing crimes and enforcing Wisconsin's alcohol beverage laws from within the Division of Alcohol Beverages. The responsibilities include policy formulation and recommendation; analysis development, interpretation, and administration of legislation; review and modification of procedure to improve effectiveness and efficiency of operation; perform all management functions at the bureau level (personnel actions, budgeting, and maintaining information reporting systems) in accordance with division and department policy; as well as participation in criminal justice enforcement operations of the bureau including detecting and preventing crimes, with the authority to make arrests. This position advises Division Administrators and the Secretary's Office on compliance and enforcement issues, particularly on recommendations for prosecution of cases by local district attorneys, the Wisconsin Department of Justice or the U.S. Department of Justice. It requires close relationships with the directors and special agents of other enforcement agencies within the Department of Revenue as well as external business partners for the investigation and prosecution of alcohol beverage law violations.

The position has the option of being located in Madison or any district office of the Department of Revenue, or other assigned office space. Regular statewide travel with occasional overnight stays is necessary to fulfill the responsibilities of this position.

TIME %

GOALS AND WORKER ACTIVITIES

- | | |
|-----|--|
| 50% | A. Management and administration of statewide law enforcement programs within the Division of Alcohol Beverages, Enforcement Bureau. |
| 10% | A1. Administer the detection, prevention, and enforcement of violations of Wisconsin's alcohol beverage laws. Establish and monitor case strategies and appropriate outcomes to ensure compliance with alcohol laws. |
| | A2. Establish statewide goals, objectives and workplans in cooperation with other criminal justice enforcement agencies to ensure the protection of the public while enforcing Wisconsin law. Evaluate accomplishments and consistency of actions. |
| 10% | A3. Ensure the quality of investigative and enforcement work products provided to local district attorneys, the Wisconsin Department of Justice or the U.S. Department of Justice. |
| 10% | A4. With the Division Administrator and the director of the Bureau of Legal Services, Permitting, and Reporting, develop enforcement priorities and coordinated compliance and enforcement efforts to support the Division's mission. Explain and interpret state statutes and rules pertaining to enforcement of alcohol beverages. |
| | A5. Coordinate, lead, supervise and investigate large scale criminal violations of alcohol beverage law. |
| | A6. Respond and assist with enforcement duties alongside law enforcement credentialed agents and investigators in the event of emergency response declarations or high-profile needs. |
| | A7. Develop and recommend legislation and administrative rules. |
| | A8. Review and analyze requests from industry and others as to proposed legislation. |
| | A9. Monitor and recommend changes to the excise permitting process. |
| | A10. Develop, update, and improve guidance to all stakeholders. |

- A11. Oversee and monitor the process for addressing alcohol beverage complaints.
- A12. Prepare narrative and statistical reports on a quarterly, annual, and biennial basis.
- A13. Perform other related duties as required by the Division Administrator.

20%

- B. Management of bureau staff.
 - B1. Recommend hiring, assignment, evaluation, and discipline of employees.
 - B2. Plan and make recommendations for personnel matters within the bureau.
 - B3. Initiate appropriate personnel actions as needed to ensure effective allocation of staff resources.
 - B4. Develop, recommend, and provide training to employees in the highly specialized investigative area of the bureau.
 - B5. Oversee assignment and development of training courses.
 - B6. Direct activities of staff by assigning and reviewing work assignments and staff work schedules ensuring coverage for the work unit.
 - B7. Develop employee objectives, develop, and revise position descriptions, conduct performance evaluations, counsel, and guide staff.
 - B8. Counsel staff members regarding improvement of work habits and job performance, take appropriate disciplinary actions, acknowledge good/exceptional performance.
 - B9. Develop and administer unit policies, practices, and procedures to ensure efficient use of resources and high staff performance.

20%

- C. Coordination and oversight of consultation and guidance to department leadership, local governmental units and alcohol associations and their members regarding complex technical inquiries.
 - C1. Research Wisconsin and other state's alcohol beverage laws, research services, court cases, administrative rules, etc., and prepare answers to complex questions. Provide advice, direction and guidance to others participating or assisting in the resolution of the questions.
 - C2. Review drafts prepared by others concerning the treatment of complex issues for technical accuracy, format, clarity, etc., and discuss needed changes and revisions with the preparer.
 - C3. Consult with the division administrator, division's bureaus, Office of Technical Services and the Office of General Counsel as necessary.

10%

- D. Ensure productive working relationships with department, state, local, and federal law enforcement agencies, and prosecutors' offices.
 - D1. Establish and maintain cooperative working relationships with department, local, state, and federal law enforcement agencies, and prosecutors for a smooth exchange of information and facilitation of joint investigations.
 - D2. Provide technical advice and assistance to local law enforcement agencies and prosecuting attorneys on collection and preservation of evidence, obtaining and executing search warrants, directing, and controlling informants and preparation of cases for trial including the provision of expert witnesses.
 - D3. Provide advice and counsel to prosecuting attorneys.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of beer, liquor, wine, and cider, alcohol beverage products statutes, administrative rules, relevant court cases, and policies.
2. Knowledge of law enforcement and criminal investigation processes and procedures, including investigative methods used, techniques, responsibilities, evidentiary procedures, and evidence needed to complete investigations.
3. Knowledge of agency policies, procedures and techniques.
4. Knowledge of criminal justice investigative techniques and principles.
5. Knowledge of effective management principles, practices, and techniques to ensure efficient utilization of all available resources.
6. Knowledge of appeal procedures and techniques.
7. Knowledge of leadership and program management.
8. Skill in planning, directing, and coordinating criminal investigative programs.
9. Extensive knowledge of modern training methods and procedures, and skill in presentation of employee development programs and formal training of law enforcement personnel.
10. Knowledge of inter-agency and inter-governmental relations and functions.
11. Working knowledge of the budget process.
12. Knowledge of legislative process, including drafting and reviewing legislation.
13. Knowledge of quality customer service techniques and principles.
14. Knowledge of business process improvement/re-engineering techniques.
15. Oral and written communication skills.

SPECIAL REQUIREMENTS

1. Must meet minimum standards, as required by law, to be a Wisconsin law enforcement officer and maintain certification in good standing throughout employment in this position.
2. Possession of a valid driver's license and meet driver eligibility requirements to use state vehicles.
3. Ability to possess and carry firearms and other state issued equipment and maintain proficiency in their use per DOR policy and law enforcement standards.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. Frequent travel with some overnight stays.
2. Ability to participate in criminal investigations in a field setting which may involve making an arrest, subduing a suspect, gaining forcible entry to and searching dwellings, conducting prolonged surveillance, and defending oneself against physical attack.
3. Ability to participate in investigative activities in hostile and stressful environments such as locations with high violent crime rates; remote and/or isolated locations in company of armed, violent, and unpredictable suspects; in automobiles at high rates of speed and requiring unsafe driving maneuvers; in unclean and germ-ridden conditions with individuals openly hostile to law enforcement representatives.
4. Possibility of exposure to unknown substances and chemicals used in the manufacture of drugs.
5. Ability to wear a concealed bulletproof vest, be armed with a handgun and handcuffs, and may be armed with a rifle.

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL MANAGEMENT
DOA-15316 (C07/2015)
S. 230.09 WIS. STATS.
PREVIOUSLY OSER-DCLR-84



COMPENSATION & LABOR RELATIONS
101 E. WILSON ST, 4TH FL
MADISON, WI 53703

SUPERVISOR EXCLUSION ANALYSIS

This information is to be provided by the position's supervisor and reviewed by the agency central office human resources representative for both filled and vacant positions and must be submitted as part of any position description (PD) for a position performing supervisory responsibilities (i.e., if # 13 of the PD is checked YES). This information will be used to determine (1) if the position is performing supervisory functions and thus should be allocated to a supervisory classification and (2) what supervisory classification is appropriate based on the total duties of the position.

According to s. 111.81(19), Wis. Stats., a supervisor is any individual "who has authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, or to adjust their grievances, or to authoritatively recommend such actions" and "whose principle work is different from that of the subordinates". The criteria used by the Wisconsin Employment Relations Commission (WERC) to apply this definition include: the authority to effectively recommend the hiring, promotion, transfer, discipline, or discharge of employees; the authority to direct and assign the workforce; the number of employees supervised (typically a minimum of 3 FTE permanent employees); the amount of time spent supervising; the number of other persons exercising greater, similar, or lesser degrees of authority over the same employees; the level of pay, including an evaluation of whether the supervisor is paid for skill or supervision of employees; whether the supervisor is primarily supervising an activity or is primarily supervising employees performing the activity; whether the supervisor is a working supervisor or whether he/she spends a substantial majority of his/her time supervising employees; and the amount of independent judgment and discretion exercised in the supervision of employees. The WERC ultimately determines the appropriateness of supervisory exclusions.

POSITION IDENTIFICATION DATA

1. Name of Employee (if filled)	2. Civil Service Classification Revenue Administrative Manager
3. Department and Division Department of Revenue Division of Alcohol Beverages	4. Bureau, Section and Unit (or comparable) Bureau of Enforcement
5. Name and Classification of Supervisor Mark Meyer Division Administrator	6. Name and Complete Civil Service Title of Former Incumbent (if any) New Position

7. Supervisory Responsibilities

a. In view of the definition statement and criteria listed in the second paragraph of this form, does the incumbent of this position:

- | | <u>Yes</u> | <u>No</u> |
|--|-------------------------------------|--------------------------|
| (1) have the responsibility for directly supervising the activities of other classified employees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (2) have the responsibility for supervising the activities of lower level supervisors? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (3) meet the definition statement and criteria? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

b. List the official classification titles and number of permanent classified employees (full or part-time) directly supervised by the incumbent. If this position supervises lower level supervisors, indicate the number of employees supervised by the lower level position(s) in parentheses after the classification title of the position. (NOTE: LTE, student, patient/inmate, volunteer, and unclassified employees should be specifically identified since the direction of these individuals is not considered to warrant supervisory status.)

1 Excise Tax Agent Supervisor
3 Excise Tax Agent Senior

SUPERVISOR EXCLUSION ANALYSIS

c. What percentage of this position's total time is allocated to each of the following:

1) Supervisory functions (i.e., hiring, dismissing, disciplining employees, evaluating performance, settling grievances)?	10%
2) Activities relating to supervisory responsibilities (i.e., establishing operating procedures, reviewing work of subordinates, counseling subordinates on performance, training and orienting new employees, performing related administrative functions, etc.)?	20%
3) Performance of other work activities <u>similar</u> to those of the employees supervised?	25%
4) Performance of other non-supervisory work activities <u>different</u> from those of the employees supervised (including program administration)?	45%
* NOTE: The totals of c.1), 2), 3), and 4) must equal 100%.	*100%

8. Organizational Relationships

List (in order of descending authority) the names and classification titles of all other positions in the employing unit in the chain of command over the employees listed in 7.b.

David Casey, DOR Secretary
 Patty Mayers, Assistant Deputy Secretary
 Mark Meyer, Division Administrator

A copy of the organizational chart must be attached for the immediate work unit (i.e., the organizational unit which includes the employees supervised) including the names and classifications of all employees.

9. Supervisory Activities

Is this position identified as a formal step in the employee grievance procedure? Yes No
 (If no, list below the name and classification of the first formal step in the grievance procedures for the employees listed in 7.b.)

A signature below means the position has been reviewed and you have concluded it meets the definition of supervisor found in s. 111.81 (19), Wis. Stats.

SIGNATURE - Supervisor	Date
SIGNATURE – Human Resources Representative	Date

To be completed by incumbent (for filled positions):

- I agree with the preceding statements.
 I do not feel that the preceding statements are accurate for the reasons indicated below.

- No comment

SIGNATURE - Employee	Date
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Management Exclusion Analysis

This analysis should be completed by the position's supervisor and reviewed by the agency human resources representative prior to classifying a position as "management." The information will be used to assist in determining if the position is performing duties which support inclusion of the position in a career executive or other management classification, resulting in exclusion of the position from bargaining unit representation.

Wisconsin Statute s. 111.81(13), excludes management personnel from the definition of employee for collective bargaining purposes. Section 111.81(13) defines "management" to include "those personnel engaged predominately in executive and managerial functions, including such officials as division administrators, bureau directors, institution heads, and employees exercising similar functions and responsibilities as determined by the [Wisconsin Employment Relations] Commission."

The Commission referenced above is the Wisconsin Employment Relations Commission (WERC) which, under s. 111.825(3), assigns eligible employees to the appropriate bargaining units and ultimately determines the appropriateness of management exclusions.

Position Identification Data

1. Name of Employee (if filled): Vacant
2. Civil Service Classification: Revenue Administrative Manager
3. Department and Division: Department of Revenue, Division of Alcohol Beverages
4. Bureau, Section, and Unit (or comparable): Bureau of Enforcement
5. Name and Classification of Supervisor: Mark Meyer, Division Administrator
6. Name and Complete Civil Service Title of Former Incumbent (if any): n/a

In Case 33, No. 16403, SE-65, Decision No. 11640-C, the WERC used the following criteria in determining if employees were management. (Some of the statements are interpretations of statements made by the WERC rather than statements actually made in the decision.)

7. If the employee is a division administrator, bureau director, or institution head, the employee is, per se, management.
8. If the employee is not a division administrator, bureau director, or institution head, and if the employee is engaged predominately in executive and managerial functions similar to those engaged in by division administrators, bureau directors, or institution heads, the employee is management.

"Predominate function" is defined as the primary duties performed by the employee. If the primary duty is to provide legal services or supervise and review the work of others for compliance with established policy, the employee is not engaged predominately in executive and management functions, even though some of the time is spent in formulation, determination, and implementation of management policy. Predominate functions may be based on importance or percent of time spent. Generally, percent of time spent will be the determining factor.

(OVER)

Management Exclusion Analysis

“Executive and management functions” are defined as:

- a. participation in a significant manner in the formulation, determination, and implementation of management policy; or,
- b. effective authority to commit the employer's resources.

To participate in a significant manner in the formulation, determination, and implementation of management policy, the employee must have greater authority than merely offering advice to higher-level management which may accept or reject the recommendation, or must do more than serving on a management team/committee which must reach consensus. Formulation, determination, and implementation of management policy must be the primary duty of the employee and must be at a level similar to that exercised by division administrators, bureau directors, and institution heads.

Case 33 did not address the resource commitment aspect of the executive and managerial functions. In municipal sector cases, the WERC has defined this aspect as the exercise of effective authority to commit the employer's resources such as through exercise of authority to establish an original budget or to allocate funds for differing program purposes from such an original budget when the purpose of such funds has not been previously specified.

9. Rationale for the above conclusion (use additional paper if necessary):

Under general direction of the Division Administrator of the Division of Alcohol Beverages this position serves as the Bureau Director with full authority to direct the operations of the Bureau of Legal Services, Permitting and Reporting in developing and implementing business strategy in compliance with Wisconsin State Statues.

This position will also apply effective management tools to develop strategic objectives, establish performance measures, develop, and lead strategic initiative and ensure staff are adequately trained and supported to implement the strategy across the entire bureau. An activity critical to this position is the collection, management and analysis of data related to bureau activities.

A signature below means the position has been reviewed and you have concluded it meets the definition of management found in s. 111.81(13), Wis. Stats.

Supervisor Signature _____ Date _____

Human Resources Representative _____ Date _____