

POSITION DESCRIPTION

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

1. Position No. 040166	2. <u>Cert</u> / Reclass Request No. 16-7130 Effective:	3. Agency No. 566
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Wisconsin Department of Revenue Division of State and Local Finance (SLF) Local Government Services Bureau 2135 Rimrock Road, 6-97 Madison WI 53708-8971
6. CLASSIFICATION TITLE OF POSITION Revenue Management Supervisor	
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT Jane Steffes, Property Assessment Specialist - Advanced
9. AGENCY WORKING TITLE OF POSITION	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Valeah Foy Revenue Administrative Manager	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes No
IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM

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

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION

- 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

- a. The supervision, direction, and review given to the work of this position is [] close [] limited [X] general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.

Signature of first-line supervisor Date 10-20-16

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 my position.

Signature of employee _____ Date _____

18. Signature of Human Resources Manager Date 10/20/16

POSITION SUMMARY (Line 14)

This position participates in a significant manner in the formulation, determination, and implementation of management policy within the Division of State & Local Finance; Local Government Services (LGS) Bureau. It is responsible for the supervision of assigned staff and has as its major responsibilities, the (1) supervision of the collection of county, municipal, school district, technical college and special district data (including financial, tax and other data); (2) supervision of the audit and correction/perfection of this data, including the determination of liabilities; (3) supervision of the certification of school, technical college and special district Equalized Values, and other certifications; (4) assist in the oversight of distributions of shared revenue and property tax credit relief under Chapter 79, Stats.; (5) providing statutory guidance, training/education, and direction on the usage of data by other state agencies, local governments, and other stakeholders; (6) participate in strategic planning and all phases of management at the bureau level. In addition, this position will work to improve the administration of the stated LGS processes. Work is performed under the general supervision of the LGS Bureau Director.

TIME % GOALS AND WORKER ACTIVITIES (Line 15)

- 40% A. Supervise assigned Revenue Auditors within the LGS bureau.
- 3.00% A1. Develop performance standards. Review and evaluate performance of employees.
 - 3.00% A2. Effectively and regularly communicate performance goals, metrics, and progress to the bureau as a whole and to employees individually.
 - A3. Oversee audit selection and assign audits.
 - A4. Review audit reports and work papers to insure adherence to the department audit policies and procedures and proper application of tax laws.
 - A5. Approve accuracy of audit, interpretation of laws and application of penalties. Act upon unique or urgent audit problems.
 - A6. Monitor auditors' case inventories to maximize productivity and minimize audit cycle time.
 - A7. Ensure auditors follow DOR policies and adequately safeguard confidential information.
 - A8. Regularly review bureau, division, and DOR policies with employees.
 - 3.00% A9. Identify employee training needs and develop a training plan.
 - A10. Negotiate settlements of audit with taxpayers.
 - A11. Review and approve employees' periodic administrative reports such as payroll time reports and expense vouchers.
 - 3.00% A12. Assist the Bureau Director to coordinate and complete hiring of new staff.
 - A13. Conduct disciplinary proceedings and oversee the dismissal of staff, if necessary.
 - A14. Appropriately respond and handle grievances in coordination with human resources.
 - A15. Recognize individual and unit accomplishments.
- 15% B. Supervise the audit of local government reporting, real estate transfer fee and the lottery and gaming credit, including the correction/perfection of data collected.
- B1. Implement standard procedures to maintain uniformity of operations.
 - B2. Write specifications, including tolerances to be implemented by the Division of Technology Services (DTS) when completing edit/audit routines, data extraction routines, etc.
 - B3. Write instructions, including tolerances to be used by the LGS staff, including state rules for review and correction, establish tolerances.
 - B4. Resolve problems with financial data submitted by local governments.
 - B5. Conduct reviews and/or assign LGS staff to conduct reviews of data and records of local governments, property owners, utility companies, and other entities as required as a result of audit.
 - B6. Assign appropriate staff persons to: process municipal claim reports for required payments; conduct audits of individual, county, and municipal claims; determine amounts owed to state or due to claimants; and issue refunds of any overpayments.
 - B7. Ensure adequate internal controls exist to document receipts, review, and line reporting accuracy of all required forms and reports.
 - B8. Formulate and revise, as needed, adequate system reporting edits which disclose significant variances in comparative year-line reporting which impacts the processes (ex., aid payments, apportionments) using the data in its formulas.
 - B9. Attend appeal conferences and other meetings with taxpayers and their representatives regarding contested assessments.

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- 10% C. Supervise the collection of county and municipal financial data using financial reports and/or G.A.A.P. statements, notes, and schedules. Supervise the collection of taxation data and other data from counties, municipalities, school districts, technical colleges, special districts, and other agencies.
- C1. Determine data needs and definitions for shared revenues, transportation aids, payments for municipal services, and data needs from the Census Bureau; monitor statutory changes, determine their effects on contents of reports and schedules.
 - C2. Design and revise reports and schedules so that they will collect statutorily-required data.
 - C3. Confirm from AI. that reports and schedules will supply the data needed by them.
 - C4. Revise, prepare, and furnish instructions to preparers of forms and reports.
 - C5. Recommend in writing, including the reason(s) for accepting or rejecting a local unit's G.A.A.P schedule.
 - C6. Annually update and make available electronic forms and reports to the required local governments.
 - C7. Train preparers of forms and reports - recommend content/format, sites, dates, to Bureau Director, for approval, develop training materials, conduct training and/or assign training to be conducted by staff within the LGS Bureau.
 - C8. Obtain and monitor staff audits of the completed forms and reports from municipalities and counties.
 - C9. Inform the Bureau Director, of the status of LGS processes on a regular basis, discussing problems, alterations to plans, anticipated problems.
 - C10. Ensure adequate internal operating controls exist and relay in writing to Bureau Director, any deficiencies or trends in financial reporting or changes in governmental accounting standards, G.A.A.P. statements, rules and procedures.
 - C11. Design, update and maintain other electronic forms, such as statements of assessments and taxes, treasurer's settlement sheets, state and county apportionment sheets, school district apportionments, special district apportionments, county and municipal levy limit worksheets to collect data.
 - C12. Collect the data on completed statements of assessments and taxes, treasurer's settlement sheets, state and county apportionment sheets, school district apportionments, special district apportionments, county and municipal levy limit worksheets, and other necessary forms.
 - C13. Refer delinquent reports and schedules for compilation and unsatisfactory reports and schedules for recompilation.
 - C14. Obtain required data from other state agencies as needed to support LGS functions.
- 10% D. Supervise the certification of values and the production and delivery of financial and property tax data for the public, state agencies, and other stakeholders.
- 5% D1. Review and approve all data, calculations and summary reports compiled by staff for distribution
- D2. Certify values of school, technical college and special district Equalized Values for tax apportionment purposes and for educational aid allocation purposes.
 - D3. Provide various municipal and county revenues, debt and expenditures data to be used for various purposes, including calculating aids.
 - D4. Certify back taxes due upon withdrawal of private forest croplands and managed forest lands.
 - D5. Provide various taxation reports to local governments and state agencies to ensure the successful annual completion of Wisconsin's property taxation process.
 - D6. After consultation with and upon approval of the Bureau Director, provide data for statistical purposes and/or in response to special requests.
- 10% E. Provide technical assistance and training to LGS staff, other DOR staff, local governments, other state agencies, property owners, and other stakeholders.
- E1. Respond to inquiries and ensure diplomacy in LGS publications: Draft or write letters, receive visitors, initiate and receive and respond to telephone inquiries.
 - E2. Address members of organizations within local government associations, and other groups, in person or telephone and/or email.
 - E3. Oversee the development of training materials for internal and external purposes.
 - E4. Recommend program and technical specification changes to Bureau Director.

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- E5. Provide training and complete speaking engagement requests on topics that are administered by LGS.
 - E6. When applicable, train or cross-train other areas within Division when collaborative efforts are needed to operate more efficiently and meet statutory requirements.
- 10%
- F. Participate in strategic planning and all phases of management at the bureau level including budgeting, personnel matters, policy development, program evaluation, maintenance of information reporting systems and legislation development and revision.
 - F1. Advise Bureau Director on audit issues and recommend new legislation or administrative rules.
 - F2. Analyze, review and propose corrective technical changes to existing or newly introduced legislation or administrative rules.
 - F3. In coordination with the Bureau Director, oversee the administration of the bureau's fiscal year and biennial budgets.
 - F4. Independently manage outreach needs and commit and allocate resources accordingly.
 - F5. Perform the functions of Bureau Director, in absence of Bureau Director.
 - F6. Whenever applicable, provide direction and assistance in the development and implementation of the agency's Affirmative Action and Employee Assistance Program.
 - F7. Assist Bureau Director in formulating and preparing written visionary statements, goals, strategies, operating alternatives, action plans, and budgetary impacts.
 - F8. Serve as lead facilitator for LGS projects in the implementation of strategic planning initiatives.
 - F9. Inform Bureau Director-meet regularly, discuss problems as they occur, offering alternatives for solutions, and advise of anticipated problems with alternatives for preventing the problems of minimizing their impact.
 - F10. Upon delegation by Bureau Director, serve as designee to respond to issues affecting LGS in conjunction with SLF Administrator and Office of DOR Secretary.
- 5%
- G. Assist LGS Bureau Director in oversight of the distribution of shared revenue and property tax credit relief under Chapter 79, Wis. Statutes.
 - G1. Interpret the statutes, monitor statutory changes, and implement changes to the formula.
 - G2. Provide written direction and draft program specifications for DTS for processing, including deadlines and outputs; review program edits and ensure DTS programs perform accurately all statutory and operating requirements.
 - G3. Assist in oversight of staff responsible for shared revenues program implementation including: overseeing the (1) actual distributions and notices; (2) original estimates for the coming year and notices; (3) recasts of the prior year distribution; (4) revised estimates for the current year and notices; and (5) any special adjustments required or those related to DOA census population.
 - G4. Identify the elements required to administer shared revenues and furnish written definition of local purpose revenues to Bureau Director. Furnish written definition for other required data to the suppliers of that data.
 - G5. Identify deadlines, specify periods of time for open and closed data files, and notify appropriate persons of these dates.
 - G6. Obtain and ensure review of completed reports and payment records for completeness, accuracy, and timely distribution.
 - G7. Inform Bureau Director of the ongoing status and progress of this work on a frequent and regular basis, discussing problems, alterations to plans, and any anticipated problems. Provide recommendations for resolving issues and alternatives for meeting new legislative requirements.
 - G8. Ensure adequate internal operating controls exist and relay in writing to Bureau Director, any deficiencies in the analysis of overall shared revenue program.
 - G9. Assist in oversight of staff responsible for property tax credit relief program implementation including: overseeing the determination of the amounts distributable to each tax district, the notification furnished to clerks, and the actual distribution.

KNOWLEDGES, SKILLS AND ABILITIES

1. Technical knowledge of generally accepted accounting/auditing standards and procedures used in fund accounting for governmental organizations.
2. Technical knowledge of capital and general fund budgeting for governmental organizations.
3. Knowledge of theories, principles, and practices relating to managerial behavior and supervision.
4. Knowledge of theories, principles and practices relating to organization development, planning, and program management.
5. Skilled in operation of complex data management systems and word processing and spreadsheet applications.
6. Knowledge of accounting theory, principles and practices in reporting the financial condition of governmental units.
7. Knowledge of and ability to interpret statutes, administrative rule provisions and policies related to the levying, collection of financial information, shared revenues, and other items related to property taxation administration.
8. Technical knowledge of employee performance evaluation techniques.
9. Ability to provide training and conduct seminars.
10. Oral and written communication skills.
11. Ability to draft and formulate administrative rules and legislative proposals.
12. Skill in taking initiative to develop new ideas and practices.
13. Effective supervisory and management skills
14. Ability to plan and organize work assignments to meet changing and demanding workloads.
15. Ability to direct and coordinate activities in conjunction with other governmental agencies.
16. Technical knowledge and skills in project management.
17. Skills and abilities in applying effective methods to establish and maintain working relationships with employees, municipal officials, and the public.

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL MANAGEMENT
DOA-15316 (C07/2015)
S. 230.09 WIS. STATS.
PREVIOUSLY OSER-DCR-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 principal 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): **n/a**
2. Civil Service Classification: **Revenue Management Supervisor**
3. Department and Division: **Revenue, Division of State and Local Finance**
4. Bureau, Section and Unit (or comparable): **Local Government Services Bureau**
5. Name and Classification of Supervisor: **Valeah Foy, Revenue Administrative Manager**
6. Name and Complete Civil Service Title of Former Incumbent (if any):
Jane Steffes, Property Assessment Specialist - Advanced

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:

- (1) have the responsibility for directly supervising the activities of other classified employees? YES NO
- (2) have the responsibility for supervising the activities of lower level supervisors? YES NO
- (3) meet the definition statement and criteria? YES NO

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 - Revenue Auditor 6
- 3 - Revenue Auditor 4
- 2 - Revenue Auditor 3
- 2 - Revenue Auditor

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)? 25%
- 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.)? 60%
- 3) Performance of other work activities similar to those of the employees supervised? 5%
- 4) Performance of other non-supervisory work activities different from those of the employees supervised (including program administration)? 10%

*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.

- Richard Chandler, Secretary of Revenue**
- Eileen O'Neill, Deputy Secretary of Revenue**
- Claude Lois, Administrator, Division of State and Local Finance**
- Julie Raes, Deputy Administrator, Division of State & Local Finance (Revenue Administrative Manager)**
- Valeah Foy, Local Government Services Bureau Director (Revenue Administrative Manager)**

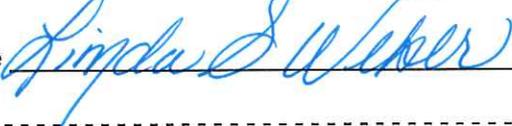
A copy of the organizational chart must be attached for the immediate work unit (i.e., the organizational unit which includes the employees supervised), including the names and classifications of all employees.

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.

Supervisor  Date 10-20-16

Human Resources Representative  Date 10/20/16

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

Employee Signature _____ Date _____



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): **n/a**
2. Civil Service Classification: **Revenue Management Supervisor**
3. Department and Division: **Revenue, Division of State and Local Finance**
4. Bureau, Section and Unit (or comparable): **Local Government Services Bureau**
5. Name and Classification of Supervisor: **Valeah Foy, Revenue Administrative Manager**
6. Name and Complete Civil Service Title of Former Incumbent (if any):
Jane Steffes, Property Assessment Specialist - Advanced

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 (page 2)

"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):

This position participates in a significant manner in the formulation, determination, and implementation of management policy specifically as it relates to the management, planning, development, implementation, administering, monitoring, and evaluating a comprehensive statewide Local Government Services (LGS) Bureau program. This position will serve as one of the agency's primary technical expert/key policy advisor for LGS to State & Local Finance (SLF) Division and Department of Revenue (DOR) management, as well as other state and federal regulatory agencies in formulation, determination, development, and implementation of management policy regarding statewide issues related to LGS for the Department of Revenue. It plays a major role in both SLF and DOR's mission. DOR Mission: "The Wisconsin Department of Revenue administers Wisconsin's tax system to provide revenue to fund state and local government services." DOR continues to work towards the agency's strategic plan and vision of lowering the overall tax burden and making the taxpaying process more convenient and less stressful for taxpayers and our employees. This management position and the outcome of the work that has been delegated to the position, and also the other LGS Manager, makes a critical difference not only to DOR management, but to the State of Wisconsin in the oversight and administration of a range of state aids and property tax credits; state's shared revenue, property tax relief payments for municipal services and the lottery credit program; the tax incremental financing programs; collecting, analyzing, and providing data to DOR management, stakeholders, etc. It is important for the department to have an expert and technical manager who can address management policy within his or her assigned technical area. It is critical to DOR management that this position helps to insure that activities within LGS that they manage are uniform and equitable throughout the state. The position will provide highly responsible level analysis, advice and assistance on sensitive and complex issues both internal and external to the SLF Division.

It will be independently responsible for collaborating in a significant manner with the LGS Bureau Director and other SLF managers as needed on the formulation, decision making and implementation related to division policies and procedures, process improvement planning and implementation, outreach to taxpayers, etc. These decisions directly impact budgeting and administration of SLF programs, including those of individual taxpayers, tax preparers, businesses, etc., statewide. It will work with the LGS Bureau Director in the management of the budget for the Bureau and commit and allocate resources accordingly. This position requires significant discretion and independent judgement and the ability to develop and maintain effective working relationships. This position works closely with Department leadership, local government officials, tax preparers, professional association representatives and other agencies on highly visible and complex issues.

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 [Signature] Date 10-20-16

Human Resources Representative [Signature] Date 10/20/16

Chart No. 1
 May 16, 2016
 All Positions, Filled and Vacant: 111.50 FTE
 Total Positions Filled: 93.5 FTE
 Total Positions Vacant: 19.00 FTE

Administration
 Division of State and Local Finance
 Department of Revenue

Administrator
Division of State and Local Finance
 Indef Agency Appt – 20.923(4) ESG 4
 Claude Lois 90-04
 002906

Deputy Administrator
 Revenue Administrative Manager
 Julie Raes 81-01
 021148

Administrative Policy Advisor
 Communications and Outreach Liaison
 Lorraine Krueger 81-03
 018078

Executive Staff Assistant
 Rose Marie Buechner 81-04
 042940

Operations Program Associate
VACANT 02-11
 039548

Office of Technical and Assessment Services
Director
 Revenue Administrative Manager
 Scott Shields 81-01
 016906

Local Government Services Bureau
Director
 Revenue Administrative Manager
 Valeah Foy (75% GPR, 25% SEG) 81-01
 021748

Equalization Bureau
Director
 Revenue Administrative Manager
 Mary Gawryleski 81-01
 313272

Manufacturing & Utility Bureau
Director
 Revenue Administrative Manager
 Tim Drascic 81-01
 040098

Chart No. 2

Chart No. 3

Chart No. 4

Chart No. 5

Local Government Services Bureau
 Division of State and Local Finance
 Department of Revenue

