# DOA – DIVISION OF PERSONNEL MANAGEMENT
## COMPENSATION AND LABOR RELATIONS BULLETIN

<table>
<thead>
<tr>
<th>Date</th>
<th>September 06, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locator No</td>
<td>DPM-0407-CC/SC</td>
</tr>
<tr>
<td>Subject</td>
<td>Miscellaneous Classification Plan Changes, Abolishment of former UW-System Administration classification titles.</td>
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</table>

Pursuant to s. 230.09, Wis. Stats., the Administrator of the Division of Personnel Management (DPM) has approved the classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is September 6, 2015**, unless otherwise stated.

1) *Abolish* the Court Liaison 1 and 2 classification series as it is no longer used by any state agency and no future use is planned. There are no reallocations necessary for this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.

2) *Abolish* the University Benefit Program Analyst classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

3) *Abolish* the University Benefit Specialist classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

4) *Abolish* the University Business Specialist classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

5) *Abolish* the University Business Specialist-Confidential and University Business Specialist Supervisor classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

6) *Abolish* the University Conference Coordinator classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

7) *Abolish* the University Conference Coordinator Supervisor classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

8) *Abolish* the University Executive Staff Assistant classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

9) *Abolish* the University Grants and Contracts Specialist classification series as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system.
administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

10) Abolish the University Services Associate classification series as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

11) Abolish the University Services Program Associate classification series as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

12) Abolish the UW Administrative Program Supervisor classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

13) Abolish the UW Agriculture Supervisor classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

14) Abolish the UW Athletics Program Specialist classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

15) Abolish the UW Athletics Program Specialist -Confidential and UW Athletics Program Specialist Supervisor classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

16) Abolish the UW Extension Mail Technician classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

17) Abolish the UW Human Resources Manager classification series as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

18) Abolish the UW IS Customer Sales Technician classification series as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

19) Abolish the UW Program Specialist classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
20) Abolish the UW Program Specialist Supervisor classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

21) Abolish the Equal Rights Officer classification and create the DWD Equal Rights Officer classification series for the Department of Workforce Development and create the Labor Compliance Specialist classification series for the Department of Transportation to better define the differences in work performed by the respective agencies for positions that were previously classified as Equal Rights Officers. Reallocations for this classification action will be processed by DOA Central Payroll, and agencies will notify employees of the change. Questions may be directed to Dianna McNall at (608) 266-8232.

22) Create the unclassified title of DOA MRS Bur Dir NTE 81-01, effective August 23, 2015, for the Division of Personnel Management, Department of Administration to reflect the merging of OSER into DOA. There are no classification actions necessary for this announcement. Questions may be directed to Paul Ostrowski at (608) 267-0343.

23) Create the unclassified titles of Solicitor General and Deputy Solicitor General for the Department of Justice as part of the 2015-2017 bi-annual budget provisions. There are no classification actions necessary for this announcement. Questions may be directed to Paul Ostrowski at (608) 267-0343.

24) Modify the Initial Assessment Specialist classification to update the definition language and create the Initial Assessment Specialist-Senior and Initial Assessment Specialist-Advanced to reflect work being completed by the new Division of Milwaukee Child Protective Services in the Department of Children and Families. Reassign pay range of the Initial Assessment Specialist from 12-08 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and affected agencies will notify employees. Questions may be directed to Dianna McNall at (608) 266-8232.

25) Modify the State Patrol Sergeant to update the definition and language to reflect the removal of dignitary protection duties from this classification specification and create the State Patrol Sergeant-DPU classification to better define the duties of positions providing dignitary protection services for the Department of Transportation. Reallocations for this classification action will be processed by affected agency and affected employees will be notified. Questions may be directed to Wil Mickelson at (608) 267-5169.

26) Modify the Chaplain classification to remove an exclusion and update the Department of Correction's representative positions. Reassign pay range from 12-06 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.

27) Modify the Client Rights Facilitator classification to add a representative position for the Central Wisconsin Center. Reassign pay range from 12-06 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.

28) Modify the Economic Support Quality Assurance Specialist classification series to update the inclusion section with a fourth allocation and update the definition language for the advanced level. Reassign pay range of the Economic Support Quality Assurance Specialist from 12-06 to 12-63 and Economic Support Quality Assurance Specialist-Advanced from 12-08 to 12-63 to broadband this classification series. Reallocations for this classification action will be processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.

29) Modify the Treatment Specialist classification series to update the exclusions and update the representative positions. Reassign pay range of the Treatment Specialist 1 from 12-06 to 12-64 and Treatment Specialist 2 from 12-07 to 12-63 to broadband this classification series. Reallocations for this classification action will be
processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Dianna McNall at (608) 266-8232.

30) Modify the Revenue Administrative Manager classification for the Department of Revenue, effective August 23, 2015, to update and add allocation patterns as a result of programmatic changes. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

31) Reassign pay range of the Licensing/Certification Specialist from 12-07 to 12-63 for the Department of Children and Families to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.

32) Reassign pay range of the Refugee Program Specialist-Entry from 12-06 to 12-64 and Refugee Program Specialist-Senior from 12-07 to 12-63 for the Department of Children and Families to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.

33) Reassign pay range of the Tribal Services Coordinator from 12-08 to 12-63 to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.

Internet Availability: The target date for the availability of classification specifications from this bulletin on the OSER website is September 11, 2015. This is the only notification BCLR will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Peter Flood at (608) 266-8149.

Alphabetical Listing of Classifications: The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at http://oser.state.wi.us/docview.asp?docid=1425. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Peter Flood at (608) 266-8149 if you have any questions about information contained in the Alpha List.

Kathy Kopp, Director
Bureau of Compensation & Labor Relations
<table>
<thead>
<tr>
<th>Classification</th>
<th>Class Code</th>
<th>Pay Range</th>
<th>Unit Code</th>
<th>EEO Cat.</th>
<th>FLSA Code Group</th>
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<tr>
<td>1) Court Liaison 1</td>
<td>51201</td>
<td>12-06</td>
<td>12</td>
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<tr>
<td>1) Court Liaison 2</td>
<td>51202</td>
<td>12-07</td>
<td>12</td>
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<tr>
<td>2) University Benefit Program Analyst</td>
<td>09800</td>
<td>81-03</td>
<td>99</td>
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<tr>
<td>3) University Benefit Specialist</td>
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<td>5) University Business Specialist-Confidential</td>
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<td>6) University Conference Coordinator</td>
<td>18500</td>
<td>07-04</td>
<td>7</td>
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<td>7) University Conference Coordinator Supervisor</td>
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<td>81-04</td>
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<td>8) University Executive Staff Assistant</td>
<td>07010</td>
<td>81-04</td>
<td>97</td>
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<td>9) University Grants and Contracts Specialist</td>
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<td>04402</td>
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<td>10) University Services Associate 1</td>
<td>16600</td>
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<td>University Services Associate 2</td>
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<td>11) University Services Program Associate</td>
<td>08500</td>
<td>02-11</td>
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<td>12) University Administrative Program Supervisor</td>
<td>07480</td>
<td>81-03</td>
<td>17</td>
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<td>13) UW Agriculture Supervisor</td>
<td>90020</td>
<td>81-04</td>
<td>16</td>
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14) UW Athletics Program Specialist
58400 07-04 16 7 N N 195

15) UW Athletics Program Specialist-Confidential
58410 81-04 99 5 E N 195
UW Athletics Program Specialist Supervisor
06520 81-04 17 5 E N 003

16) UW Extension Mail Technician
13300 06-12 06 3 N N 185

17) UW Human Resources Manager
10910 81-04 99 2 E N 020
UW Human Resources Manager-Advanced
11310 81-03 99 2 E N 020

18) UW IS Customer Sales Technician
13510 06-12 06 3 N N 185
UW IS Customer Sales Technician-Lead
13520 06-13 06 3 N N 185

19) UW Program Specialist
06500 07-04 07 5 M N 019

20) UW Program Specialist Supervisor
06580 81-04 16 2 E N 003

21) Equal Rights Officer-Entry
73401 12-03 12 2 M N 020
Equal Rights Officer-Journey
73402 12-05 12 2 E N 020
Equal Rights Officer-Senior
73403 12-07 12 2 E N 020

CREATE

21) DWD Equal Rights Officer
73501 12-64 12 2 M N 025
DWD Equal Rights Officer-Journey
73502 12-64 12 2 E N 025
DWD Equal Rights Officer-Senior
73503 12-63 12 2 E N 025
DWD Equal Rights Officer-Advanced
73504 12-63 12 2 E N 025

21) Labor Compliance Specialist
73601 12-65 12 2 M N 025
Labor Compliance Specialist-Journey
73602 12-64 12 2 E N 025
Labor Compliance Specialist-Senior
73603 12-64 12 2 E N 025

22) DOA MRS Bur Dir NTE 81-01
98100 01-00 99 1 E E 900
| 3) | DOJ Solicitor Gen NTE ESG 5 97980 90-00 99 1 E E 900
| DOJ Dep Solicitor Gen NTE ESG 4 97981 90-00 99 1 E E 900 |
| 24) | Initial Assessment Specialist-Senior 52963 12-63 12 2 E N 112
| Initial Assessment Specialist-Advanced 52964 12-63 12 2 E N 112 |
| 25) | State Patrol Sergeant-DPU 65931 81-03 99 4 N N 247 |

**MODIFY AND REASSIGN PAY RANGE**

| 24) | Initial Assessment Specialist
| OLD | 52961 12-08 12 2 E N 112
| NEW | 52961 12-64 12 2 E N 112 |
| 26) | Chaplain
| OLD | 53201 12-06 12 2 E N 112
| NEW | 53201 12-64 12 2 E N 112 |
| 7) | Client Rights Facilitator
| OLD | 50500 12-06 12 2 E N 112
| NEW | 50500 12-64 12 2 E N 112 |
| 28) | Economic Support Quality Assurance Specialist
| OLD | 51501 12-06 12 2 E N 112
| NEW | 51501 12-63 12 2 E N 112
| Economic Support Quality Assurance Specialist-Advanced
| OLD | 51502 12-08 12 2 E N 112
| NEW | 51502 12-63 12 2 E N 112 |
| 29) | Treatment Specialist 1
| OLD | 50201 12-06 12 2 E N 112
| NEW | 50201 12-64 12 2 E N 112
| Treatment Specialist 2
| OLD | 50202 12-07 12 2 E N 112
| NEW | 50202 12-63 12 2 E N 112 |

**MODIFY**

| 26) | State Patrol Sergeant 65921 81-03 16 4 E N 009 |
| 90) | Revenue Administrative Manager 01590 81-01 19 1 E N 001 |

**REASSIGN PAY RANGE**
1) Licensing/Certification Specialist
   OLD  53360  12-07  12  2  E  N  112
   NEW  53360  12-63  12  2  E  N  112

32) Refugee Program Specialist-Entry
   OLD  51101  12-06  12  2  E  N  112
   NEW  51101  12-64  12  2  E  N  112
   Refugee Program Specialist-Senior
   OLD  51102  12-07  12  2  E  N  112
   NEW  51102  12-63  12  2  E  N  112

33) Tribal Services Coordinator
   OLD  52810  12-08  12  2  E  N  112
   NEW  52810  12-63  12  2  E  N  112

**Note:** Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Bureau of Affirmative Action.