

DOA – DIVISION OF PERSONNEL MANAGEMENT

COMPENSATION AND LABOR RELATIONS BULLETIN

Date: March 6, 2016

Subject: Miscellaneous Classification Plan Changes

Locator No: DPM-0420-CC/SC

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 March 6, 2016**, unless otherwise stated.

- 1) *Abolish* the **Central Payroll Systems Coordinator** classification for the Department of Administration because the duties and responsibilities were incorporated into the modified Payroll and Benefits Systems Coordinator classification series and no future use of this specification planned. Reallocations for this classification action will be processed by the affected agency. Questions may be directed to Chelsea Daley (608) 267-5165.
- 2) *Abolish* the **Chemical Test Coordinator 1, 2**, classification series and *create* the **Breath Alcohol Program Specialist** classification series for the Department of Transportation to better align the duties with current business needs. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notification will be completed by the affected agency and employees notified. Questions may be directed to Dianna McNall at (608) 266-8232.
- 3) *Abolish* the **Chemical Test Supervisor** classification specification and *create* the **Breath Alcohol Program Supervisor** classification for the Department of Transportation to reflect changes and duties aligned within the Breadth Alcohol Program Specialist classification series. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notification will be completed by the affected agency and employees notified. Questions may be directed to Dianna McNall at (608) 266-8232.
- 4) *Abolish* the **Communication Technician** classification series and *create* the **Network Communications System Analyst** to better align the duties. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notification will be completed by the affected agency and employees notified. Questions may be directed to Dianna McNall at (608) 266-8232.
- 5) *Abolish* the **Communication Technician Supervisor** classification specification and *create* the **Network Communications Supervisor** classification for the Department of Transportation to reflect changes and duties aligned within the Network Communications System Analyst classification series. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notification will be completed by the affected agency and employees notified. Questions may be directed to Dianna McNall at (608) 266-8232.
- 6) *Abolish* the **Educational Loan Collection** classification series because it is no longer utilized 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.
- 7) *Abolish* the **Electronics Supervisor** classification because this specification is no longer utilized, and no future use is planned. There are no reallocations necessary for this classification action. Questions may be directed to Dianna McNall (608) 266-8232.

- 8) *Abolish* the **Executive Payroll Coordinator** classification for the Department of Administration because the duties and responsibilities were incorporated into the modified Payroll and Benefits Systems Coordinator classification series and no future use of this specification planned. Reallocations for this classification action will be processed by the affected agency. Questions may be directed to Chelsea Daley (608) 267-5165.
- 9) *Abolish* the **Graphic Reproduction Technician** classification series because this specification is no longer utilized, and no future use is planned. There are no reallocations necessary for this classification action. Questions may be directed to Chelsea Daley (608) 267-5165.
- 10) *Abolish* the **Police Captain** classification because this specification is no longer utilized with the separation of the University of Wisconsin – Madison from the state personnel system administered under Chap 230, Wis. Stats, and no future use is planned. There are no reallocations necessary for this classification action. Questions may be directed to Chelsea Daley (608) 267-5165.
- 11) *Modify* the **Payroll and Benefits Systems Coordinator** classification series to update the definition language to remove references to the University of Wisconsin and to allow for positions in both pay roll and benefits areas. *Reassign the pay schedule* for **Payroll and Benefit Systems Coordinator** from 07-04 to 81-04 and the **Payroll and Benefit Systems Coordinator Senior** from 07-03 to 81-03. Reallocations for this classification action will be processed by the affected agency. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 12) *Modify* the **Dental Hygienist** classification to update the inclusion and definition language. *Reassign the pay range* for **Dental Hygienist** from 06-18 to 06-63 as a result of the broadbanding of this classification. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notification will be completed by the affected agency and employees notified. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 13) *Modify* the **Electronic Technician-Agency** classification series to update the definition language and *reassign the pay range* for **Electronic Technician-Agency** from 06-14 to 06-64 and the **Electronic Technician-Agency-Senior** from 06-15 to 06-63 as a result of the broadbanding of this classification. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notification will be completed by the affected agency and employees notified. Questions may be directed to Dianna McNall at (608) 266-8232.
- 14) *Modify* the **Electronic Technician-Security** classification series to update definition language. *Reassign the pay range* for **Electronic Technician-Security** from 06-14 to 06-64 and the **Electronic Technician-Security Senior** from 06-15 to 06-63 as a result of the broadbanding of this classification. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notification will be completed by the affected agency and employees notified. Questions may be directed to Dianna McNall at (608) 266-8232.
- 15) *Modify* the **Collection Specialist** classification series to update and clarify the definition language, specific representative positions and the progression language. There are no reallocations necessary for this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 16) *Reassign the pay range* for the **Aircraft Mechanic** classification specification from 06-15 to 06-63 as a result of the broadbanding of this classification. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notification will be completed by the affected agency and employees notified. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 17) *Reassign the pay range* for the **Media Telecommunications Technician** classification from 06-16 to 06-63 and the **Media Telecommunications Technician Senior** from 06-17 to 06-63 as a result of the broadbanding of this classification. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notification will be completed by the affected agency and employees notified. Questions may be directed to Paul Ostrowski at (608) 267-0343.

- 18) *Reassign the pay range* for the **Physical Therapy Assistant** classification specification from 06-14 to 06-64 as a result of the broadbanding of this classification. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notification will be completed by the affected agency and employees notified. 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 March 11, 2016. 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.



Jim Underhill, Director
Bureau of Compensation & Labor Relations

Classification	Class	Pay	Unit	EEO	FLSA	FLSA	Job
	Code	Range	Code	Cat.		LTE Code	Group

ABOLISH

1)	Central Payroll Systems Coordinator						
	06610	81-03	99	2	E	N	020
2)	Chemical Test Coordinator 1						
	64001	06-14	6	3	N	N	106
	Chemical Test Coordination 2						
	64002	06-15	6	3	N	N	106
3)	Chemical Test Supervisor						
	65000	81-03	16	3	E	N	006
4)	Communications Technician						
	81361	06-15	06	3	N	N	127
	Communications Technician-Senior						
	81362	06-16	06	3	N	N	127
5)	Communications Technician Supervisor						
	81320	81-03	16	3	E	N	003
6)	Educational Loan Collector 1						
	19001	02-10	02	6	N	N	016
	Educational Loan Collector 2						
	19002	02-11	02	6	N	N	016
7)	Electronics Supervisor						
	93120	81-04	16	3	E	N	011
8)	Executive Payroll Coordinator						
	21110	81-04	97	5	N	N	020
9)	Graphic Reproduction Technician-Entry						
	62201	06-08	6	3	N	N	127
	Graphic Reproduction Technician						
	62202	06-09	6	3	N	N	127
	Graphic Reproduction Technician-Senior						
	62203	06-10	6	3	N	N	127
10)	Police Captain						
	65240	81-02	98	2	E	N	009

CREATE

2)	Breath Alcohol Program Specialist						
	64101	06-64	06	3	N	N	106
	Breath Alcohol Program Specialist-Advanced						
	64102	06-64	06	3	N	N	106

3)	Breath Alcohol Program Supervisor	64130	81-03	16	3	E	N	006
4)	Network Communications System Analyst	80261	06-64	06	3	N	N	127
	Network Communications System Analyst-Advanced	80262	06-63	06	3	N	N	127
5)	Network Communications Supervisor	80220	81-03	16	3	E	N	003

MODIFY AND REASSIGN PAY SCHEDULE

11)	Payroll and Benefits Systems Coordinator							
	OLD	21105	07-04	07	2	N	N	020
	NEW	21105	81-04	99	2	N	N	020
	Payroll and Benefits Systems Coordinator Senior							
	OLD	21106	07-03	07	2	N	N	020
	NEW	21106	81-03	99	2	N	N	020

MODIFY AND REASSIGN PAY RANGE

12)	Dental hygienist							
	OLD	40200	06-18	06	3	N	N	134
	NEW	40200	06-63	06	3	N	N	134
13)	Electronic Technician-Agency							
	OLD	93001	06-14	06	3	N	N	185
	NEW	93001	06-64	06	3	N	N	185
	Electronic Technician-Agency Senior							
	OLD	93002	06-15	06	3	N	N	185
	NEW	93002	06-63	06	3	N	N	185
14)	Electronic Technician-Security							
	OLD	93071	06-14	06	3	N	N	185
	NEW	93071	06-64	06	3	N	N	185
	Electronic Technician-Security Senior							
	OLD	93072	06-15	06	3	N	N	185
	NEW	93072	06-63	06	3	N	N	185

MODIFY

15)	Collections Specialist	04161	07-04	07	2	N	N	016
	Collections Specialist Senior	04162	07-03	07	2	E	N	016

REASSIGN PAY RANGE

16)	Aircraft Mechanic							
	OLD	80400	06-15	06	7	N	N	301
	NEW	80400	06-63	06	7	N	N	301
17)	Media Telecommunications Technician							
	OLD	81201	06-16	06	3	N	N	127
	NEW	81201	06-63	06	3	N	N	127
	Media Telecommunications Technician Senior							
	OLD	81202	06-17	06	3	N	N	127
	NEW	81202	06-63	06	3	N	N	127
18)	Physical Therapy Assistant							
	OLD	39860	06-14	06	3	N	N	134
	NEW	39860	06-64	06	3	N	N	134

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