

# DOA – DIVISION OF PERSONNEL MANAGEMENT

## COMPENSATION AND LABOR RELATIONS BULLETIN

**Date:** May 29, 2016

**Locator No:** DPM-0424-CC/SC

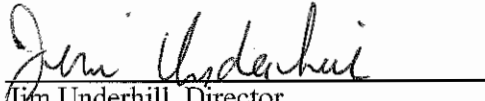
**Subject:** Implementation of the Offender Records  
Assistant Personnel Management Survey,  
Miscellaneous Classification Plan Changes

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 May 29, 2016**, unless otherwise stated.

- 1) *Abolish* the **Offender Records Assistant 1, 2, 3** classification series for the Department of Corrections and Department of Health Services as part of the Offender Records Assistant Personnel Management Survey as this classification series is obsolete and will no longer be utilized by any state agency. Reallocation notices for this classification action will be processed by the Division of Personnel Management, but necessary forms and notifications will be completed by the affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.
- 2) *Create* the **Corrections Sentencing Associate** classification series for the Department of Corrections and Department of Health Services as part of the Offender Records Assistant Personnel Management Survey to classify positions that perform sentence computation functions for a majority of the time. Reallocation notices for this classification action will be processed by the Division of Personnel Management, but necessary forms and notifications will be completed by the affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.
- 3) *Create* the **Offender Records Associate** classification for the Department of Corrections and Department of Health Services as part of the Offender Records Assistant Personnel Management Survey to classify positions that perform records office support functions relating to offender/patient files for a majority of the time. Reallocation notices for this classification action will be processed by the Division of Personnel Management, but necessary forms and notifications will be completed by the affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.
- 4) *Modify* the **Institution Registrar** classification as part of the Offender Records Assistant Personnel Management Survey to update the definition language to better reflect work being performed by the positions, and to limit this classification's use to only positions within the Department of Health Services' Mendota or Winnebago Mental Health Institutes. Reallocation notices for this classification action will be processed by the Division of Personnel Management, but necessary forms and notifications will be completed by the affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.
- 5) *Modify* the **Offender Records Supervisor** classification as part of the Offender Records Assistant Personnel management Survey to update the definition language to better reflect work being performed by the positions, and to open the classification specification for use by the Department of Health Services. Reallocation notices for this classification action will be processed by the Division of Personnel Management, but necessary forms and notifications will be completed by the affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.
- 6) *Retitle* the **Agriculture Program Specialist-Objective** classification to **Agriculture Program Specialist**, **effective May 15<sup>th</sup>, 2016**, to reflect changes to the classification series. There are no reallocations necessary for this classification action, but affected agencies should notify employees of the change. Questions may be directed to Peter Flood at (608) 266-8149.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is June 3, 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					FLSA		
Class	Pay	Unit	EEO	FLSA	LTE	Job	
Code	Range	Code	Cat.		Code	Group	

**ABOLISH**

1)	Offender Records Assistant 1						
	18901	02-10	02	6	N	N	195
	Offender Records Assistant 2						
	18902	02-11	02	6	N	N	195
	Offender Records Assistant 3						
	18903	02-12	02	6	N	N	195

**CREATE**

2)	Corrections Sentencing Associate						
	18701	02-12	02	6	N	N	195
	Corrections Sentencing Associate-Senior						
	18702	02-14	02	6	N	N	195
	Corrections Sentencing Associate-Advanced						
	18703	02-15	02	6	N	N	195
3)	Offender Records Associate						
	18900	02-11	02	6	N	N	195

**MODIFY**

4)	Institution Registrar						
	16700	02-14	02	6	N	N	195
5)	Offender Records Supervisor						
	18820	81-04	16	5	E	N	003

**RETITLE**

6)	Agriculture Program Specialist-Objective						
	<b>NEW Agriculture Program Specialist</b>						
	07861	07-04	07	2	E	N	019

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