

DOA – DIVISION OF PERSONNEL MANAGEMENT

COMPENSATION AND EMPLOYMENT RELATIONS BULLETIN

Date: January 22, 2018

Locator No: DPM-0458-CC/SC

Subject: Miscellaneous Classification Plan Changes and
Implementation of the Elections and Ethics
Specialist personnel management survey


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 January 21, 2018**, unless otherwise stated.

- 1) *Abolish* the **Dairy Inspector/Sampler** classification for the Department of Agriculture, Trade and Consumer Protection because the classification is no longer needed. There are no reallocations to be processed. Questions may be directed to Peter Flood at (608) 266-8149.
- 2) *Abolish* the **Public Health Sanitarian Supervisor** classification because the classification is no longer needed following the merger of the Department of Agriculture, Trade and Consumer Protection and the Department of Health Services programs. Necessary reallocations will be processed by the affected agency. Questions may be directed to Peter Flood at (608) 266-8149.
- 3) *Abolish* the **Food and Dairy Sanitarian** classification for the Department of Agriculture, Trade and Consumer Protection (DATCP) and *modify* the **Food and Dairy Sanitarian – Senior** classification as a result of the merger of the DATCP and the Department of Health Services programs. Necessary reallocations will be processed by the DATCP. Questions may be directed to Peter Flood at (608) 266-8149.
- 4) *Abolish* the **Elections Specialist** classification and *create* the **Elections Specialist** classification series for the Department of Administration as a result of an Elections and Ethics Specialist personnel management survey. The classification series will include a progression level. Necessary reallocations will be processed by the Department of Administration. Questions may be directed to Steven Ulrich at (608) 267-0343.
- 5) *Abolish* the **Ethics Specialist** classification and *create* the **Ethics Specialist** classification series for the Department of Administration as a result of an Elections and Ethics Specialist personnel management survey. The classification series will include a progression level. Necessary reallocations will be processed by the Department of Administration. Questions may be directed to Steven Ulrich at (608) 267-0343.
- 6) *Abolish* the **Public Health Sanitarian** classification series and *create* the **Environmental Health Sanitarian** classification series for the Department of Agriculture, Trade and Consumer Protection (DATCP) as a result of a merger between the DATCP and the Department of Health Services programs. Necessary reallocations will be processed by the DATCP. Questions may be directed to Peter Flood at (608) 266-8149.
- 7) *Create* the **Environmental Health Services Supervisor** classification for the Department of Agriculture, Trade and Consumer Protection (DATCP) as a result of a merger between the DATCP and the Department of Health Services programs. The necessary reallocations will be processed by the DATCP. Questions may be directed to Peter Flood at (608) 266-8149.
- 8) *Create the unclassified title* of **DMA Director of Emergency Communications (NTE 81-01)**. There are no reallocations to be processed, but the Department of Military Affairs will need to update position information in STAR HCM. Questions may be directed to Peter Flood at (608) 266-8149.
- 9) *Create the unclassified title* of **Interagency Council on Homelessness, Dir (NTE 81-03)**. There are no reallocations to be processed, but the Department of Administration will need to update position information in STAR HCM. Questions may be directed to Peter Flood at (608) 266-8149.

- 10) *Create the unclassified title of Kickapoo R M BD Property Manager (NTE 81-04).* There are no reallocations to be processed, but the Department of Administration will need to update position information in STAR HCM. Questions may be directed to Peter Flood at (608) 266-8149.
- 11) *Create the unclassified title of Kickapoo R M BD Training Coordinator (NTE 81-05).* There are no reallocations to be processed, but the Department of Administration will need to update position information in STAR HCM. Questions may be directed to Peter Flood at (608) 266-8149.
- 12) *Create the unclassified title of LIRC General Counsel (NTE ESG 5).* There are no reallocations to be processed, but the Department of Administration will need to update position information in STAR HCM. Questions may be directed to Peter Flood at (608) 266-8149.
- 13) *Create the unclassified title of Medicaid Director, Deputy (NTE 81-01)* for the Department of Health Services. There are no reallocations to be processed, but the Department of Health Services will need to update position information in STAR HCM. Questions may be directed to Peter Flood at (608) 266-8149.
- 14) *Modify the Aging and Long Term Care – Lead classification* for the Board of Aging and Long Term Care to allow for an additional allocation pattern for a specific program. There are no reallocations to be processed. Questions may be directed to Steven Ulrich at (608) 267-0343.
- 15) *Modify the Food Scientist-Advanced classification* for the Department of Agriculture, Trade and Consumer Protection (DACTP) as a result of a merger between the DATCP and the Department of Health Services programs. Necessary reallocations will be processed by the DATCP. Questions may be directed to Peter Flood at (608) 266-8149.
- 16) *Modify the Food Safety Supervisor classification* for the Department of Agriculture, Trade and Consumer Protection (DACTP) to more accurately describe the representative positions and definition languages, and to create new allocation patterns. Necessary reallocations will be processed by the DATCP. Questions may be directed to Peter Flood at (608) 266-8149.
- 17) *Modify the Meat Safety Supervisor classification* for the Department of Agriculture, Trade, and Consumer Protection (DATCP) as a result of the merger of the DATCP and the Department of Health Services programs and the modification of the Food Safety Supervisor classification in conjunction with the realignment of program area responsibilities. Necessary Reallocations will be processed by the affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.
- 18) *Change the EEO Code* of all levels of the **Tax Representative** classification series for the Department of Revenue from 2 to 5 to better reflect the assigned responsibilities of incumbents of the classifications. There are no reallocations to be processed. 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 DPM website is January 26, 2018. This is the only notification BCER will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Rachel Martin at (608) 266-5165.

Alphabetical Listing of Classifications: The Alphabetical Listing of Classifications (Alpha List) is also available on the DPM website. 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 & Employment Relations

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

ABOLISH

1) Dairy Inspector/Sampler	70360	05-13	5	4	N	N	025
2) Public Health Sanitarian Supervisor	72320	81-02	17	1	E	N	002
3) Food and Dairy Sanitarian	70601	15-04	15	2	N	N	025
4) Elections Specialist	07400	07-04	07	2	M	N	020
5) Ethics Specialist	07410	81-04	99	2	M	N	119
6) Public Health Sanitarian	72361	15-04	15	2	N	N	025
Public Health Sanitarian – Senior	72362	15-03	15	2	E	N	025
Public Health Sanitarian – Advanced	72363	15-03	15	2	E	N	025

CREATE

4) Elections Specialist - Entry	07421	07-04	07	2	N	N	119
Elections Specialist - Senior	07422	07-03	07	2	E	N	119
5) Ethics Specialist - Entry	07411	07-04	07	2	M	N	119
Ethics Specialist - Senior	07412	07-03	07	2	E	N	119
6) Environmental Health Sanitarian - Entry	72101	15-04	15	2	N	N	025
Environmental Health Sanitarian - Senior	72102	15-03	15	2	E	N	025
Environmental Health Sanitarian - Advanced	72103	15-03	15	2	E	N	025
7) Environmental Health Services Supervisor	72120	81-03	17	2	E	N	010

CREATE UNCLASSIFIED TITLE

8) DMA Dir Emerg Comm (NTE 81-01)	98375	01-00	99	1	E	E	900
9) Interagency Cncl, Dir (NTE 81-03)	98175	01-00	99	2	E	E	900
10) Kickapoo R M BD Prop MGR (NTE 81-04)	98187	01-00	99	5	N	N	900
11) Kickapoo R M BD Training Coordinator (NTE 81-05)	98188	01-00	99	6	N	N	900
12) LIRC General Counsel (NTE ESG 5)	98365	90-00	99	2	E	E	900
13) Medicaid Dir, Deputy (NTE 81-01)	97655	01-00	99	1	E	E	900

MODIFY

3) Food and Dairy Sanitarian - Senior	70602	15-03	15	2	E	N	025
14) Aging and Long Term Care - Lead	51903	12-63	12	2	E	N	112
15) Food Scientist - Advanced	70903	15-03	15	2	E	N	049
16) Food Safety Supervisor	70380	81-03	16	2	E	N	010
17) Meat Safety Supervisor	70420	81-03	16	3	E	N	010

EEO CODE CHANGE

18) Tax Representative 1							
OLD	21271	02-10	2	2	N	N	195
NEW	21271	02-10	2	5	N	N	195
Tax Representative 2							
OLD	21272	02-11	2	2	N	N	195
NEW	21272	02-11	2	5	N	N	195
Tax Representative 3							
OLD	21273	02-12	2	2	N	N	195
NEW	21273	02-12	2	5	N	N	195

Note: Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Bureau of Equity and Inclusion.