

State of Wisconsin

## DOA – DIVISION OF PERSONNEL MANAGEMENT

### - COMPENSATION AND EMPLOYMENT RELATIONS BULLETIN -

**Date:** April 30, 2018

**Locator No:** DPM-0468-CC/SC


**Subject:** Miscellaneous Classification Plan Changes and Implementation of the Revenue Auditor 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 April 29, 2018**, unless otherwise stated.

- 1) *Abolish* the **Revenue Auditor, Revenue Auditor 3 – 6, Revenue Field Auditor, Revenue Field Auditor 4 – 8** classification series, and the **Revenue Tax Specialist 3, 4, and 5** classifications; *create* the **Revenue Auditor 1 – 6** classification series; *modify* the **Revenue Tax Specialist** classification specification, and *modify* and *change the FLSA status* of the **Revenue Tax Specialist 1 and 2** classifications as a result of the Revenue Auditor Survey. The Department of Revenue will process the reallocations to implement these classification actions. Questions may be directed to Wil Mickelson at (608) 267-5169.
- 2) *Modify* the **Engineer – Student Engineer Trainee** classification series, **effective April 15, 2018**, for the Department of Transportation to update the definition language, and *retitle* the classification from **Engineer – Student Engineer Trainee** to **Student Intern - Trainee** to remove ‘engineering’ from the classification title. No reallocations are necessary, and position information will be updated by DPM and the STAR Support Office. Questions may be directed to Peter Flood at (608) 266-8149.
- 3) *Modify* the **Unemployment Compensation Associate** classification series, **effective April 15, 2018**, for the Department of Workforce Development to update the definition language to allow for an additional allocation pattern. No reallocations are necessary. Questions may be directed to Rachel Martin at (608) 267-5165.
- 4) *Modify* the **Volunteer Coordinator** classification series for the Department of Health Services to update the definition language and exclusions. No reallocations are necessary. Questions may be directed to Steven Ulrich at (608) 267-0343.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the DPM website is May 4, 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. Any questions should be directed to Rachel Martin at (608) 266-5165.

A handwritten signature in cursive script, appearing to read "Jim Underhill", is written over a horizontal line.

Jim Underhill, Director  
Bureau of Compensation & Employment Relations

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

1)	Revenue Auditor						
	01500	07-04	7	2	N	N	016
	Revenue Auditor 3						
	01563	07-03	7	2	E	N	016
	Revenue Auditor 4						
	01564	07-03	7	2	E	N	016
	Revenue Auditor 5						
	01565	07-02	7	2	E	N	016
	Revenue Auditor 6						
	01566	07-02	7	2	E	N	016
	Revenue Field Auditor						
	01571	07-04	7	2	E	N	016
	Revenue Field Auditor 4						
	01574	07-03	7	2	E	N	016
	Revenue Field Auditor 5						
	01575	07-03	7	2	E	N	016
	Revenue Field Auditor 6						
	01576	07-02	7	2	E	N	016
	Revenue Field Auditor 7						
	01577	07-02	7	2	E	N	016
	Revenue Field Auditor 8						
	01578	07-02	7	2	E	N	016
	Revenue Tax Specialist 3						
	01103	07-02	7	2	E	N	016
	Revenue Tax Specialist 4						
	01104	07-02	7	2	E	N	016
	Revenue Tax Specialist 5						
	01105	07-02	7	2	E	N	016

**CREATE**

1)	Revenue Auditor 1						
	01541	07-04	7	2	E	N	016
	Revenue Auditor 2						
	01542	07-03	7	2	E	N	016
	Revenue Auditor 3						
	01543	07-03	7	2	E	N	016
	Revenue Auditor 4						
	01544	07-02	7	2	E	N	016
	Revenue Auditor 5						
	01545	07-02	7	2	E	N	016

Revenue Auditor 6							
01546	07-02	7	2	E	N	016	

**MODIFY AND RETITLE**

1) OLD Engineer – Student Engineer Trainee						
<b>NEW Student Intern - Trainee</b>						
94290	18-00	99	2	N	N	000

**MODIFY**

2) Revenue Tax Specialist						
01100	07-04	7	2	N	N	016
3) Unemployment Compensation Associate 1						
19701	02-12	2	5	N	N	195
Unemployment Compensation Associate 2						
19702	02-13	2	5	N	N	195
Unemployment Compensation Associate 3						
19703	02-14	2	5	N	N	195
4) Volunteer Coordinator						
23700	12-64	12	2	E	N	112

**MODIFY AND CHANGE THE FLSA STATUS**

1) Revenue Tax Specialist 1							
OLD	01101	07-03	7	2	M	N	016
<b>NEW</b>	01101	07-03	7	2	<b>E</b>	N	016
Revenue Tax Specialist 2							
OLD	01102	07-03	7	2	M	N	016
<b>NEW</b>	01102	07-03	7	2	<b>E</b>	N	016