

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

- COMPENSATION AND EMPLOYMENT RELATIONS BULLETIN -

Date: July 20, 2018

Subject: Miscellaneous Classification Plan Changes and Abolishment of Unused Classifications

Locator No: DPM-0475-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 is July 22, 2018.**

Abolish the classification titles, or classification series, listed in the table below (1-73), as none of these classifications are used by any state agency, and no future use is planned. There are no reallocations necessary for these classification actions. Questions may be directed to Peter Flood at (608) 266-8149.

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| 1) ADMINISTRATIVE SUPPORT ASST | 25) MEDIATOR |
| 2) BINDERY WORKER | 26) MEDICAID PUBLICATIONS COORDINATOR |
| 3) CHIEF EXAMINER, CREDIT UNIONS | 27) MEDICAL STAFF ASSISTANT |
| 4) CHIEF, WI VETRNRY DIAGN LAB-BARRON | 28) MILITARY FUNERAL HONORS PROG MGR |
| 5) CLINICAL PASTORAL EDUCATION DIR | 29) MILITARY FUNERAL HONORS SUPP ASST |
| 6) CYTOTECHNOLOGIST CLASS SERIES | 30) MILITARY FUNERAL HONORS TEAM SUPV |
| 7) CYTOTECHNOLOGIST SUPV | 31) MINIMUM DATA SET (MDS) COORD |
| 8) ECONOMIST CONF | 32) MORTGAGE BANKING EXAMINER |
| 9) ELEVATOR CONSTRUCTOR | 33) MORTGAGE BANKING SPECIALIST |
| 10) EMPLOYMENT COORDINATOR SUPERVISOR | 34) MULTI MEDIA FACILITIES COORDINATOR |
| 11) ENTRPRS PERFORMANCE EVAL ANAL-ADV | 35) NAT RES BUREAU DATA COORDINATOR |
| 12) ENVIR & REGULATORY SVCS BUR DIR | 36) NAT RES GOVT OUTREACH TEAM SUPV |
| 13) EXPERIENTIAL RECREATION SUPV | 37) NAT RES HUMAN RESOURCES MANAGER |
| 14) GAMING PROGRAM SPECIALIST CLASS SERIES | 38) NAT RES PROGRAM SPECIALIST-CONF |
| 15) GLAZIER | 39) NAT RES REGION FINANCE SUPERVISOR |
| 16) HEALTH PHYSICIST CLASS SERIES | 40) NAT RES TRAINING DIRECTOR |
| 17) HEAT AND FROST INSULATOR | 41) NECROPSY TECHNICIAN |
| 18) HUMAN SERVICES REGIONAL OPS MGR | 42) NURSE PRACTITIONER MGT |
| 19) HUMAN SERVICES SYSMS CONTRACT OFFR | 43) OFFSET PRESS OPERATOR CLASS SERIES |
| 20) INVESTIGATIVE ASSOCIATE | 44) PHOTO LAB TECHNICIAN CLASS SERIES |
| 21) JUSTICE DATA NETWORK SPECIALIST | 45) PHOTOGRAPHER CLASS SERIES |
| 22) LABOR RELATIONS MANAGER | 46) PLASTERER |
| 23) MEAT SAFETY CONSULTANT | 47) POLICE SERVICE ASSOCIATE |
| 24) MEDIA SUPERVISOR | 48) PRINTING ASSISTANT |

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| 49) PRINTING TECHNICIAN | 62) TOURISM SPECIAL ASSISTANT |
| 50) PUBLIC HEALTH NURSING COORDINATOR | 63) TOURIST PROMOTION REPRESENTATIVE |
| 51) RE-EMPLOYMENT SPECIALIST | 64) TRADE PRACTICES ANALYST CLASS SERIES |
| 52) REFUGEE PROGRAM SPECIALIST CLASS SERIES | 65) TRAINING OFFICER CONF |
| 53) RESEARCH ANALYST-ADV CONFIDENTIAL | 66) TREE PRUNER |
| 54) SHEET METAL WORKER | 67) TRIBAL SERVICES COORDINATOR |
| 55) STAFF COORDINATOR | 68) TYPESETTING INPUT OPERATOR |
| 56) STAFF SUPPORT SPECIALIST-CONF | 69) VETERANS PROGRAM SPEC-SENIOR MGT |
| 57) SUBSTANCE ABUSE COUNSELOR CLASS SERIES | 70) VISUAL ARTS SUPERVISOR |
| 58) SUPT SCHOOL FOR DEAF/VIS HANDICAP | 71) VOCATIONAL SERVICES SUPERVISOR |
| 59) TECHNICAL TYPIST CLASS SERIES | 72) WASTE MANAGEMENT SUPERVISOR |
| 60) TERRAZZO & TILE SETTER | 73) WEATHERIZATION TECHNICIAN |
| 61) TOURISM COORDINATOR CLASS SERIES | |

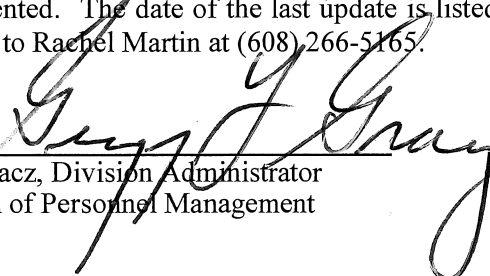
- 74) *Abolish* the **Correctional Human Resources Supervisor, Employment Relations Program Coordinator, Equal Opportunity Program Officer, Executive Employment Relations Specialist, Executive Employment Relations Specialist – Senior, Executive Employment Relations Officer, and Executive Human Resources Officer** classifications as part of the implementation of the shared services model of human resources. Necessary reallocations will be processed by the Department of Administration, Division of Personnel Management. Questions may be directed to Wil Mickelson at (608) 267-5169.
- 75) *Abolish* the **Retailer Management Section Chief** classification because the duties performed by the position within this classification have been consolidated into the Revenue Section Chief classification. Necessary reallocations will be processed by the Department of Revenue. Questions may be directed to Peter Flood at (608) 266-8149.
- 76) *Modify* the **College Investment Program Finance Officer** classification to update the language of the classification to better reflect the job responsibilities and the agency in which the work is performed. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 77) *Modify* the **Executive Human Resources Manager** classification to add allocations for the shared services regional director and deputy regional director and modify the **Human Resources Manager** classification to clarify the differences between the two classifications as part of the implementation of the shared services model of human resources. Necessary reallocations will be processed by the Department of Administration, Division of Personnel Management. Questions may be directed to Wil Mickelson at (608) 267-5169.
- 78) *Modify* the **Human Resources Manager** classification to more clearly differentiate it from the Executive Human Resources Manager classification as part of the implementation of the shared services model of human resources. Necessary reallocations will be processed by the Department of Administration, Division of Personnel Management. Questions may be directed to Wil Mickelson at (608) 267-5169.
- 79) *Modify* the **Human Resources Program Officer** classification to add allocations for Enterprise positions that were formerly classified in Executive Employment Relations and Executive Human

Resources classifications as part of the implementation of the shared services model of human resources. Necessary reallocations will be processed by the Department of Administration, Division of Personnel Management. Questions may be directed to Wil Mickelson at (608) 267-5169.

- 80) *Modify* the **Human Resources Supervisor** classification to add allocations for Department of Corrections Human Resources Team Field Supervisor positions and positions that were formerly classified in the Correctional Human Resources Supervisor classification as part of the implementation of the shared services model of human resources. Necessary reallocations will be processed by the Department of Administration, Division of Personnel Management. Questions may be directed to Wil Mickelson at (608) 267-5169.
- 81) *Modify* the **Quality Assurance Program Specialist** classification series to add an official definition of the term quality assurance. There are no reallocations necessary for this classification action. Questions may be directed to Steven Ulrich at (608) 267-0343.
- 82) *Modify* the **Revenue Section Chief** classification to include the responsibilities previously performed by the Retailer Management Section Chief classification, to expand the classification to include an additional allocation, and to make general updates to specification language. Necessary reallocations will be processed by the Department of Revenue. Questions may be directed to Peter Flood at (608) 266-8149.
- 83) *Change the FLSA categorization* of the unclassified title **Inv Board Non-Exec** to accurately reflect FLSA status for incumbent positions. There are no reallocations necessary for this classification action. 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 July 27, 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.



Greg Gracz, Division Administrator
Division of Personnel Management

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

1)	Administrative Support Assistant	08160	07-04	7	5	N	N	195
2)	Bindery Worker	82100	03-08	3	8	N	N	999
3)	Examiner, Credit Unions	02140	81-01	19	1	E	N	001
4)	Chief, WI Veterinary Diagnostic Laboratory-Barron	33990	81-02	98	1	E	N	002
5)	Clinical Pastoral Education Director	53240	81-03	18	2	E	N	002
6)	Cytotechnologist	41261	15-04	15	2	N	N	049
	Cytotechnologist-Senior	41262	15-03	15	2	E	N	049
	Cytotechnologist-Adv	41263	15-03	15	2	E	N	049
7)	Cytotechnologist Supervisor	41280	81-03	17	2	E	N	006
8)	Economist Confidential	54110	81-03	99	2	E	N	044
9)	Elevator Constructor	76250	04-00	4	7	N	N	333
10)	Employment Coordinator Supervisor	07220	81-03	17	2	E	N	007
11)	Enterprise Performance Evaluation Analyst Advanced	02940	81-02	18	2	E	N	016
12)	Environment & Regulatory Services Bureau Director	03150	81-01	19	1	E	N	001
13)	Experiential Recreation Supervisor	53480	81-04	16	2	E	N	007

14)	Gaming Program Specialist-Entry	05001	07-04	7	2	N	N	019
	Gaming Program Specialist-Senior	05002	07-04	7	2	E	N	019
15)	Glazer	76360	04-00	4	7	N	N	333
16)	Health Physicist	41801	15-04	15	2	N	N	049
	Health Physicist-Senior	41802	15-03	15	2	E	N	049
	Health Physicist-Adv	41803	15-03	15	2	E	N	049
17)	Heat and Frost Insulator	76100	04-00	4	7	N	N	333
18)	Human Services Regional Operations Manager	07750	81-01	19	1	E	N	001
19)	Human Services Systems Contract Officer	04180	81-03	18	1	E	N	002
20)	Investigative Associate	67800	02-10	2	6	N	N	195
21)	Justice Data Network Specialist	14900	07-03	7	2	E	N	043
22)	Labor Relations Manager	11240	81-01	18	2	E	N	020
23)	Meat Safety Consultant	70460	05-63	5	4	N	N	025
24)	Media Supervisor	81220	81-04	16	3	E	N	010
25)	Mediator	74500	81-02	99	2	E	N	020
26)	Medicaid Publications Coordinator	08900	07-03	7	2	E	N	127
27)	Medical Staff Assistant	23000	02-13	2	6	N	N	195
28)	Military Funeral Honors Prog Manager	50220	81-03	18	2	E	N	002

29)	Military Funeral Honors Supp Assistant	16200	02-09	2	2	N	N	019
30)	Military Funeral Honors Team Supervisor	65820	81-04	17	2	E	N	010
31)	Minimum Data Set (MDS) Coordinator	38200	11-04	112	2	E	N	063
32)	Mortgage Banking Examiner	02700	07-04	7	2	M	N	016
33)	Mortgage Banking Specialist	03900	07-03	7	2	E	N	016
34)	Multi Media Facilities Coordinator	61000	07-04	7	3	M	N	127
35)	Natural Resources Bureau Data Coordinator	14060	07-04	7	3	N	N	185
36)	Natural Resources Government Outreach Team Supervisor	04030	81-03	17	2	E	N	006
37)	Natural Resources Human Resources Manager	10310	81-03	98	1	E	N	002
38)	Natural Resources Program Specialist-Confidential	04710	81-04	99	2	N	N	019
39)	Natural Resources Region Finance Supervisor	00220	81-03	16	6	E	N	004
40)	Natural Resources Training Director	14510	81-03	99	2	E	N	020
41)	Necropsy Technician	34760	06-09	6	3	N	N	147
42)	Nurse Practitioner-Management	38370	50-11	18	2	E	N	007
43)	Offset Press Operator	82201	03-09	3	8	N	N	999
	Offset Press Operator-Lead	82202	03-10	3	8	N	N	999

44)	Photo Lab Technician-Entry	62501	06-08	6	3	N	N	127
	Photo Lab Technician	62502	06-09	6	3	N	N	127
	Photo Lab Technician-Senior	62503	06-10	6	3	N	N	127
45)	Photographer-Entry	62401	06-09	6	3	N	N	127
	Photographer	62402	06-10	6	3	N	N	127
	Photographer-Senior	62403	06-11	6	3	N	N	127
46)	Plasterer	76460	04-00	4	7	N	N	333
47)	Police Service Associate	23900	02-10	2	6	N	N	195
48)	Printing Assistant	61550	06-11	6	5	N	N	127
49)	Printing Technician	61570	07-04	6	5	N	N	127
50)	Public Health Nursing Coordinator	38760	81-03	18	2	E	N	063
51)	Re-Employment Specialist	49060	81-04	99	2	E	N	112
52)	Refugee Program Specialist	51101	12-64	12	2	E	N	112
	Refugee Program Specialist-Senior	51102	12-63	12	2	E	N	112
53)	Research Analyst-Advanced Confidential	46110	81-03	99	2	E	N	044
54)	Sheet Metal Worker	76560	04-00	4	7	N	N	333
55)	Staff Coordinator	07060	81-03	18	2	E	N	019
56)	Staff Support Specialist-Confidential	07080	81-04	99	2	E	N	019

57)	Substance Abuse Counselor-Entry							
	49901	12-65	12	5	N	N	112	
	Substance Abuse Counselor-Obj							
	49902	12-64	12	5	N	N	112	
58)	Superintendent, School for Deaf/Visually Handicapped							
	59700	81-01	19	1	E	N	001	
59)	Technical Typist							
	17361	02-08	2	6	N	N	195	
	Technical Typist-Senior							
	17362	02-09	2	6	N	N	195	
60)	Terrazzo & Tile Setter							
	76870	04-00	4	7	N	N	333	
61)	Tourism Coordinator							
	19971	07-03	7	2	N	N	019	
	Tourism Coordinator-Senior							
	19972	07-03	7	2	E	N	019	
62)	Tourism Special Assistant							
	19960	07-04	7	5	N	N	195	
63)	Tourist Promotion Representative							
	12700	07-05	7	6	N	N	019	
64)	Trade Practices Analyst							
	03501	07-04	7	2	N	N	016	
	Trade Practices Analyst-Senior							
	03502	07-03	7	2	E	N	016	
65)	Training Officer Confidential							
	14710	81-04	99	2	M	N	020	
66)	Tree Pruner							
	90440	03-09	3	8	N	N	999	
67)	Tribal Services Coordinator							
	52810	12-63	12	2	E	N	112	
68)	Typesetting Input Operator							
	17100	02-10	2	6	N	N	195	
69)	Veterans Program Spec-Senior Management							
	07462	81-03	18	2	E	N	019	
70)	Visual Arts Supervisor							
	61220	81-04	16	3	E	N	010	

71)	Vocational Services Supervisor	49320	81-03	17	2	E	N	007
72)	Waste Management Supervisor	55720	81-03	17	2	E	N	006
73)	Weatherization Technician	25072	06-13	6	7	N	N	159

ABOLISH

74)	Correctional Human Resources Supervisor	10930	81-03	16	2	E	N	003
	Employment Relations Program Coordinator	11210	81-02	18	1	E	N	002
	Equal Opportunity Program Officer	74310	81-02	18	1	E	N	002
	Executive Employment Relations Specialist	11211	81-03	99	2	M	N	020
	Executive Employment Relations Specialist – Senior	11212	81-03	99	2	E	N	020
	Executive Employment Relations Officer	11213	81-02	99	2	E	N	020
	Executive Human Resources Officer	10970	81-02	99	2	E	N	002
75)	Retailer Management Section Chief	02030	81-02	98	1	E	N	002

MODIFY

76)	College Investment Program Finance Officer	04490	81-03	18	2	E	N	016
77)	Executive Human Resources Manager	10990	81-01	19	1	E	N	001
78)	Human Resources Manager	10890	81-01	19	1	E	N	001
79)	Human Resources Program Officer	10810	81-02	99	2	E	N	002

80)	Human Resources Supervisor	10830	81-03	98	2	E	N	003
81)	Quality Assurance Program Specialist	07371	07-04	7	2	N	N	019
	Quality Assurance Program Specialist - Senior	07372	07-03	7	2	E	N	019
82)	Revenue Section Chief	01580	81-02	98	1	E	N	002

CHANGE FLSA CATEGORY

83)	Unclassified Title Inv Board Non-Exec							
	OLD	97710	01-00	99	1	E	E	900
	NEW	97710	01-00	99	1	M	M	900