

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

- CLASSIFICATION AND COMPENSATION BULLETIN -

Date: January 27, 2022

Subject: Miscellaneous Classification Plan Changes

Locator No: DPM-0564-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 January 30, 2022**, unless otherwise indicated.

- 1) *Create* the **Training and Development Manager** classification for the Department of Administration for the single position overseeing and managing training and employee development across the enterprise. Necessary reallocations for this classification action will be processed by the affected DPM regional office or affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.
- 2) *Modify* the **DWD Manager** classification for the Department of Workforce Development to remove unused allocation patterns and make general updates to clarify the type of positions included in the classification. No reallocations are necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 3) *Modify* the **Forestry Technician** classification to clarify that the classification may be used by other agencies. No reallocations are necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 4) *Modify* the **Forestry Technician-Advanced** classification to clarify that the classification may be used by other agencies. No reallocations are necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 5) *Modify* the **Records/Forms Management Specialist** classification series, following a review of positions at the Department of Justice, to better clarify that those position should be included within this series and to make general updates throughout the classification including updating the definition language, updating and adding representative positions, clarifying entrance and progression through the series language, and clarifying how many advanced level positions are permitted per agency. Necessary reallocations for this classification action will be processed by the affected DPM regional office or affected agencies. 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 February 4, 2022. This is the only notification BCC will be providing, 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 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 Peter Flood at (608) 266-8149.

A handwritten signature in black ink, appearing to read 'ME', with a horizontal line extending to the right from the end of the signature.

Malika Evanco, Administrator
Division of Personnel Management

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

1) Training and Development Manager
 14590 81-01 19 1 E N 001

MODIFY

2) DWD Manager
 48150 81-01 19 1 E N 001

3) Forestry Technician
 90760 06-12 06 3 N N 147

4) Forestry Technician-Advanced
 90770 06-14 06 3 N N 147

5) Records/Forms Management Specialist
 05761 07-04 07 2 M N 195
 Records/Forms Management Specialist-Advanced
 05763 07-03 07 2 E N 195