

State of Wisconsin

**DOA – DIVISION OF PERSONNEL MANAGEMENT**

**- CLASSIFICATION AND COMPENSATION BULLETIN -**

**Date:** June 30, 2022

**Locator No:** DPM-0577-CC/SC

**Subject:** Miscellaneous Classification Plan Changes;  
Natural Resources Customer Service  
Representative Personnel Management Survey  
implementation

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 3, 2022**, unless otherwise indicated.

- 1) *Abolish* the **Natural Resources Customer Service Representative – Lead** classification specification and *create* a new classification within the existing Natural Resources Customer Service Representative classification series as the **Natural Resources Customer Service Representative – Lead** as part of the implementation of the Natural Resources Customer Service Representative Personnel Management Survey. Further, as part of the survey implementation, *reassign the pay range* of **Natural Resources Customer Service Representative** from **02-10** to **02-11** and **Natural Resources Customer Service Representative – Senior** from **02-12** to **02-13** and *modify* the **Natural Resources Customer Service Representative** classification series to update the definition language to better describe the work being performed. Reallocations will be processed by the affected shared services regional office or non-shared services agency. Reallocated employees within the series will receive an increase of 8% of the minimum of the new pay range, or the new pay range minimum, whichever is greater unless the employee is eligible for Return to Previous Level and then pay shall be set in accordance with Section E-4.00(8) of the Compensation Plan. Questions may be directed to Peter Flood at (608) 266-8149.
- 2) *Create* the **Administrator, Division of Public Safety and Resource Protection** classification specification for Department of Natural Resources to describe the administrator of the Division of Public Safety and Resource Protection. Reallocations will be processed by the affected shared services regional office or non-shared services agency for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 3) *Create* the **Conservation Warden Assistant Chief** classification specification for the Department of Natural Resources to describe two positions within the Division of Public Safety and Resource Protection. Reallocations will be processed by the affected shared services regional office or non-shared services agency for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 4) *Create* the **Conservation Warden Captain** classification specification for the Department of Natural Resources to describe positions that oversee the law enforcement program’s regional enforcement programs. Reallocations will be processed by the affected shared services regional office or non-shared services agency for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

- 5) *Create* the **Conservation Warden Major** classification specification for the Department of Natural Resources to create a classification for the three bureau directors within the division. Reallocations will be processed by the affected shared services regional office or non-shared services agency for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 6) *Create* the **Assistant Institution Superintendent** classification specification for the Department of Health Services to describe positions within two agency institutions. Reallocations will be processed by the affected shared services regional office or non-shared services agency 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 3, 2022. This is the only notification BCC 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 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) 266-9820.



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Donna Bente, Assistant Administrator  
Division of Personnel Management

<b>Classification</b>	<b>Class Code</b>	<b>Pay Range</b>	<b>Unit Code</b>	<b>EEO Cat.</b>	<b>FLSA</b>	<b>FLSA LTE Code</b>	<b>Job Group</b>
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**ABOLISH**

1) Natural Resources Customer Service Representative - Lead  
                                   23160          02-13          02          6          N          N          195

**CREATE**

1) Natural Resources Customer Service Representative - Lead  
                                   23103          02-14          02          6          N          N          195

2) Administrator, Division of Public Safety and Resource Protection  
                                   65090          81-01          19          1          E          N          001

3) Conservation Warden Assistant Chief  
                                   65070          81-01          19          1          E          N          001

4) Conservation Warden Captain  
                                   65050          81-02          17          1          E          N          002

5) Conservation Warden Major  
                                   65060          81-01          19          1          E          N          001

6) Assistant Institution Superintendent  
                                   50080          81-01          19          1          E          N          001

**MODIFY AND REASSIGN PAY RANGE**

1) Natural Resources Customer Service Representative  
 OLD          23101          02-10          02          6          N          N          195  
**NEW**          23101          **02-11**          02          6          N          N          195

Natural Resources Customer Service Representative - Senior  
 OLD          23102          02-12          02          6          N          N          195  
**NEW**          23102          **02-13**          02          6          N          N          195