

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: June 3, 2002

Subject: Miscellaneous Classification Plan Changes

Locator No: MRS-SC-140

Pursuant to s. 230.09, Wis. Stats., the Secretary of the Department of Employment Relations (DER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is June 2, 2002**, unless otherwise stated.

1. *Abolish* the **Natural Resources Insect and Disease Coordinator** classification **effective June 2, 2002**, because the classification is no longer used at the Department of Natural Resources. No reallocations need to be processed. Questions may be directed to Wil Mickelson at (608) 266-0714.
2. *Abolish* the **Tax Conferee** classification series and *create* the **Tax Resolution Officer** classification series **effective June 2, 2002**, to clarify the duties assigned to these Department of Revenue positions. The agency will process manual reallocations to implement these classification actions. Questions may be directed to Wil Mickelson at (608) 266-0714.
3. *Create* the **Fleet Program Officer** classification **effective June 2, 2002**, to identify positions that administer a fleet program for a large, decentralized, owned and leased fleet in a major state agency or major university campus. The agencies will process manual reallocations to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
4. *Modify* the **Correctional Services Manager** classification and **Corrections Services Supervisor** classification **effective June 2, 2002**, at the Department of Corrections to move the allocation of Assistant Regional Chief from Corrections Services Supervisor to Correctional Services Manager. The Assistant Regional Chief positions are now Deputy Director positions performing a majority of job duties that are better described in the Correctional Services Manager classification specification. The Department of Corrections will process manual reallocations to implement this classification action. Questions may be directed to Judy Burke at (608) 267-5166.

Internet Availability:

The target date for the availability of classification specifications from this bulletin on the DER Web Page is June 21, 2002. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Pat Waterman at (608) 266-8149.

Alphabetical Listing of Classifications:

The Alphabetical Listing of Classifications (Alpha List) is also available on the DER Web Page at <http://der.state.wi.us/static/dclr.htm>. 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 Judy Burke at (608) 267-5166 if you have any questions about information

contained in the Alpha List. Contact Pat Waterman at (608) 266-8149 if you are having problems using the file.

Contact Points:

Questions may also be directed to the appropriate analyst at the DER Fax number (608) 267-2411 or by e-mail at (using the analyst’s name) firstname.lastname@der.state.wi.us.

Michael R. Soehner, Administrator
 Division of Merit Recruitment and Selection

PLW

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

ABOLISH

1) Natural Resources Insect and Disease Coordinator	56260	15-01	15	2	E	N	055	079
2) Tax Conferee – Office Audit	00801	07-78	07	2	N	N	016	023
Tax Conferee – Office Audit Senior	00802	07-78	07	2	E	N	016	023
Tax Conferee – Corporation Office Audit Entry	00861	07-78	07	2	N	N	016	023
Tax Conferee – Corporation Office Audit Senior	00862	07-79	07	2	E	N	016	023
Tax Conferee – Field Audit Entry	00871	07-79	07	2	N	N	016	023
Tax Conferee – Field Audit Senior	00872	07-79	07	2	E	N	016	023
Tax Conferee – Large Case	00863	07-79	07	2	E	N	016	023

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

CREATE

3) Fleet Program Officer	06760	81-03	17	2	E	N	019	307
2) Tax Resolution Officer – Office Audit Objective	01801	07-78	07	2	E	N	016	023
Tax Resolution Officer – Office Audit Senior	01802	07-78	07	2	E	N	016	023
Tax Resolution Officer – Corporation Office Audit	01803	07-79	07	2	E	N	016	023

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

	Code	Range	Code	Cat.	FLSA	Code	Group	Code
<u>CREATE (Cont.)</u>								
2)	Tax Resolution Officer – Field Audit							
	01804	07-79	07	2	E	N	016	023
	Tax Resolution Officer – Large Case							
	01805	07-79	07	2	E	N	016	023

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
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<u>MODIFY</u>								
4)	Corrections Services Supervisor							
	49470	81-02	98	2	E	N	003	006
	Correctional Services Manager							
	49460	81-01	19	1	E	N	001	006

Note: Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.

Effective Date: No. 1-4: June 2, 2002