

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: December 15, 2003

Subject: Miscellaneous Classification Plan Changes

Locator No: OSER-0006-MRS-SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is December 14, 2003**, unless otherwise stated.

1. *Abolish* the **Building Inspector 1, 2** classification to eliminate references to functions no longer performed by the Building Inspector *and create* the **Building Inspector-Entry, -Objective** classification, **effective December 14, 2003**, to convert the series to a progression series. Reallocations will need to be processed by the agency to implement this classification action. Questions may be directed to Leean White at (608) 267-0344.
2. *Abolish* the **Consumer Affairs Program Coordinator** classification at the Public Service Commission that will not be used in the future *and modify* the **Consumer Complaint Supervisor, effective December 14, 2003**, to add an allocation for a supervisory position at the Public Service Commission. The affected agency will be required to generate a manual reallocation notice. Questions may be directed to Pat Waterman at (608) 266-8149.
3. *Change the DP Unit Code* for the **Chief, Fire Prevention Section; Fruits & Vegetables Program Manager; Information Systems Supervisor 1; Materials Management Director; Natural Resources Customer Service & Licensing Supervisor; Power Plant Superintendent; Printing Services Program Supervisor; Shop Supervisor; Storage Tank Regulation Chief; and Veterans Home Special Programs Supervisor, effective December 14, 2003**, to more appropriately reflect the coding structure as Professional Supervisor (17) rather than the current DP Code as Non-Professional Supervisor (16). Reallocation notices are not required for these actions. Questions may be directed to Wil Mickelson at (608) 266-0714.
4. *Change the DP Unit Code and CIC Code* for the **Program Assistant Supervisor/Confidential and Program Assistant Supervisor/Confidential-Advanced, effective December 14, 2003**, to more appropriately reflect the coding structure for these 2 classes as Non-Professional Confidential Supervisor (96) rather than the current DP Unit Code as Non-Professional Supervisor (16). The CIC Code correction will associate these classifications in a supervisory occupational category (303) rather than in the current secretary occupational category (313). Reallocation notices are not required for these actions. Questions may be directed to Kris Chilsen at (608) 266-7569.
5. *Change the FLSA status* of a number of Wisconsin Science Professional classifications, **Air Management Specialist; Chemist; Conservation Biologist; Environmental Analysis and Review Specialist; Environmental Enforcement Specialist; Environmental Health Specialist; Environmental Toxicologist; Fisheries Biologist; Forester; Hydrogeologist; Microbiologist; Natural Resources Educator; Natural Resources Research Scientist; Parks and Recreation Specialist; Plant Pest and Disease Specialist; Waste**

- Management Specialist; Wastewater Specialist; Water Regulation and Zoning Specialist; Water Resources Management Specialist; Water Supply Specialist; Wildlife Biologist, effective December 14, 2003**, to implement the results of a Fair Labor Standards Act (FLSA) review of employees within the Department of Natural Resources conducted by OSER. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
6. *Modify* the **Forensic Program Technician - Senior** classification specification, **effective December 14, 2003**, to include examples of work performed for the Imaging Section. Reallocation notices are not required for this action. Questions may be directed to Kris Chilsen at (608) 266-7569.
 7. *Modify* the **Real Estate Specialist – Advanced** classification specification, **effective December 14, 2003**, to identify this classification level as an objective level for positions within the Department of Transportation’s Division of Transportation Infrastructure Development. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
 8. *Modify* the **Revenue Administrative Manager** classification specification, **effective December 14, 2003**, to remove the allocation for the Integrated Tax System Project Manager position as it is no longer used. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
 9. *Modify* the **State Patrol Major** classification specification, **effective December 14, 2003**, at the request of the Department of Transportation to add an allocation for the Director of the Bureau of Transportation Safety (BOTS). The BOTS was created as a result of a department reorganization to align the transportation safety function with law enforcement. Reallocation notices are not required for this action. Questions may be directed to Kris Chilsen at (608) 266 7569.

Internet Availability:

The target date for the availability of classification specifications from this bulletin on the OSER Web Page is December 29, 2003. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Debra Bower at (608) 267-5162

Alphabetical Listing of Classifications:

The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER Web Page at <http://osер.state.wi.us>. Click on the tab “reference center” and Alphabetical Listing of Classifications. 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 Wil Mickelson at (608) 266-0714 if you have any questions about information contained in the Alpha List.

Contact Points:

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

OLD	73620	81-03	16	3	E	N	050	216
NEW	73620	81-03	17	3	E	N	050	216

Veterans Home Special Programs Supervisor

OLD	06720	81-04	16	5	E	N	019	026
NEW	06720	81-04	17	5	E	N	019	026

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

CHANGE THE DP UNIT AND CIC CODES

4) Program Assistant Supervisor/Confidential

OLD	16330	81-05	16	5	E	N	187	313
NEW	16330	81-05	96	5	E	N	187	303

Program Assistant Supervisor/Confidential-Advanced

OLD	16430	81-04	16	5	E	N	187	313
NEW	16430	81-05	96	5	E	N	187	303

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

CHANGE THE FLSA STATUS

5) Air Management Specialist

OLD	55361	15-24	15	2	N	N	050	079
NEW	55361	15-24	15	2	M	N	050	079

Chemist

OLD	41561	15-24	15	2	N	N	049	073
NEW	41561	15-24	15	2	M	N	049	073

Conservation Biologist

OLD	41761	15-24	15	2	N	N	055	079
NEW	41761	15-24	15	2	E	N	055	079

Environmental Analysis and Review Specialist

OLD	55531	15-24	15	2	N	N	050	079
NEW	55531	15-24	15	2	M	N	050	079

Environmental Enforcement Specialist

OLD	55471	15-24	15	2	N	N	050	079
NEW	55471	15-24	15	2	E	N	050	079

Environmental Health Specialist

OLD	55571	15-24	15	2	N	N	049	078
NEW	55571	15-24	15	2	M	N	049	078

Environmental Toxicologist

OLD	41401	15-24	15	2	N	N	049	073
NEW	41401	15-24	15	2	M	N	049	073
Fisheries Biologist								
OLD	55231	15-24	15	2	N	N	055	079
NEW	55231	15-24	15	2	E	N	055	079
Forester								
OLD	55131	15-24	15	2	N	N	055	079
NEW	55131	15-24	15	2	E	N	055	079

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

CHANGE THE FLSA STATUS - Continued

Hydrogeologist								
OLD	55111	15-24	15	2	N	N	050	079
NEW	55111	15-24	15	2	M	N	050	079
Microbiologist								
OLD	41061	15-24	15	2	N	N	049	078
NEW	41061	15-24	15	2	M	N	049	078
Natural Resources Educator								
OLD	55001	15-24	15	2	N	N	055	079
NEW	55001	15-24	15	2	M	N	055	079
Natural Resources Research Scientist								
OLD	56061	15-24	15	2	N	N	055	079
NEW	56061	15-24	15	2	E	N	055	079
Parks and Recreation Specialist								
OLD	56361	15-24	15	2	N	N	055	079
NEW	56361	15-24	15	2	E	N	055	079
Plant Pest and Disease Specialist								
OLD	56271	15-24	15	2	N	N	055	079
NEW	56271	15-24	15	2	E	N	055	079
Waste Management Specialist								
OLD	55711	15-24	15	2	N	N	050	079
NEW	55711	15-24	15	2	M	N	050	079
Wastewater Specialist								
OLD	55771	15-24	15	2	N	N	050	079
NEW	55771	15-24	15	2	E	N	050	079

Water Regulation and Zoning Specialist

OLD	55831	15-24	15	2	N	N	050	079
NEW	55831	15-24	15	2	E	N	050	079

Water Resources Management Specialist

OLD	55971	15-24	15	2	N	N	050	079
NEW	55971	15-24	15	2	E	N	050	079

Water Supply Specialist

OLD	55881	15-24	15	2	N	N	050	079
NEW	55881	15-24	15	2	E	N	050	079

Wildlife Biologist

OLD	55271	15-24	15	2	N	N	055	079
NEW	55271	15-24	15	2	E	N	055	079

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

CREATE

1)	Building Inspector - Entry	72461	06-15	06	4	N	N	025	035
	Building Inspector - Objective	72462	06-16	06	4	N	N	025	035

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

MODIFY

2)	Consumer Complaint Supervisor	74180	81-03	17	2	E	N	293	036
6)	Forensic Program Technician Senior	35672	06-10	06	3	N	N	147	225
7)	Real Estate Specialist – Advanced	03463	07-03	07	2	E	N	159	254
8)	Revenue Administrative Manager	01590	81-01	19	1	E	N	001	023
9)	State Patrol Major	65950	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 - 9: December 14, 2003