

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- MERIT RECRUITMENT AND SELECTION BULLETIN -

- COMPENSATION AND LABOR RELATIONS BULLETIN -

<b>Date:</b> March 30, 2004	<b>Subject:</b> Definitions of Upward Classification Movements within Nonrepresented, WPEC, and WSP Broadbanded Classifications and Revision of WPEC Language Regarding Upward Classification Movements
<b>Locator No:</b> OSER-0022-MRS-CLR/LR/PP	

The purpose of this bulletin is to define upward classification movements within broadbanded classification series for certain nonrepresented classifications, Wisconsin Professional Employees Council (WPEC) classifications, and Wisconsin Science Professionals (WSP) classifications. **This bulletin replaces Bulletin MRS-235, which should be discarded. This bulletin has also been updated to reflect the new 2003-05 WPEC contract language on broadband pay administration that is related to upward classification movements.** All of the pay administration provisions referred to in this bulletin are subject to the appointment maximum.

I. Nonrepresented Classifications

Section I of the 2003-05 Compensation Plans entitled “Pay Administration for Broadband Pay Schedules” contains references to employees’ movements to a “higher classification series level” under I, 4.10 (2), which states:

4.10 Pay on Regrade for Reallocation or Reclassification to a Classification in the Same or Counterpart Pay Range

(2) Regraded employees, except trainees, whose positions are reallocated or reclassified to a higher classification series level within the same pay range will receive an increase in the amount of eight percent (8%) of the pay range minimum, subject to the applicable appointment maximum. **This applies only if an employee has not held, within five years of the reclassification or reallocation effective date, permanent status in class at the same level of the reclassification or reallocation.** (Emphasis added.)

Pay Range 56-01

In ascending order, the nonrepresented broadbanded groups in 56-01 are Groups A and B. In pay range 56-01, Group A is the first broadbanded class level. Group B classifications are higher than Group A classifications.

<b>56-01 Group A</b>	<b>56-01 Group B</b>
State Patrol Sergeant	State Patrol Lieutenant

**Pay Range 70-02**

In ascending order, the nonrepresented broadbanded groups in 70-02 are Groups A, B, and C. In pay range 70-02, Group A is the first broadbanded class level. Group B classifications are higher than Group A classifications; and Group C classifications are higher than Group B classifications.

<b>70-02 Group A</b>	<b>70-02 Group B</b>	<b>70-02 Group C</b>
IS Specialist-Confidential IS Specialist-Management	Enterprise Info Tech Trng Consultant Information Systems Supervisor 2 IS Consultant-Confidential IS Consultant-Management	Info Tech Mgt Consultant Management Information Chief

**Pay Range 81-03**

In ascending order, the nonrepresented broadbanded groups in 81-03 are Groups A, B, C, and D.

In pay range 81-03, Group A is the first broadbanded class level. Group B classifications are higher than Group A classifications; Group C classifications are higher than Group B classifications; and Group D classifications are higher than Group C classifications.

<b>81-03 Group A</b>	<b>81-03 Group B</b>
Accountant Journey-Confidential Executive Human Resources Specialist-Senior Executive Policy and Budget Analyst-Entry Human Resources Specialist-Senior IS Professional Senior-Confidential	Accountant Senior-Confidential Accountant Senior-Management Executive Human Resources Specialist-Advanced Executive Policy and Budget Analyst-Journey Human Resources Specialist-Advanced

<b>81-03 Group C</b>	<b>81-03 Group D</b>
Accountant Advanced-Management Executive Policy and Budget Analyst-Senior IS Supervisor 1 Labor Relations Specialist	Labor Relations Specialist-Senior

**Pay Range 81-04**

In ascending order, the nonrepresented broadbanded groups in pay range 81-04 are Groups A and B.

In pay range 81-04, Group A is the first broadbanded class level. Group B classifications are higher than Group A classifications.

<b>81-04 Group A</b>	<b>81-04 Group B</b>
IS Support Technician-Confidential	IS Support Technician–Confidential-Senior

<b>Pay Range 81-05</b>
------------------------

In ascending order, the nonrepresented broadbanded groups in pay range 81-05 are Groups A and B.

In pay range 81-05, Group A is the first broadbanded class level. Group B classifications are higher than Group A classifications.

<b>81-05 Group A</b>	<b>81-05 Group B</b>
Program Assistant-Confidential	Program Assistant-Advanced-Confidential

## II. Wisconsin Professional Employees Council Classifications

This section of the bulletin defines upward classification movements within broadbanded classifications represented by the Wisconsin Professional Employees Council (WPEC).

The 2003-05 WPEC contract, Appendix A on Broadband Pay System, contains references to employees' movements to a "higher classification series level" under Section 4, "Transaction Pay Adjustments," including:

### F. Pay on Voluntary Transfer

3. Employees who voluntarily transfer to a position in a classification assigned to a higher appointment maximum or higher classification series level within the same pay range will receive an increase of not less than eight percent (8%) of the pay range minimum, subject to the new pay range maximum. (Emphasis added.)

### G. Pay on Involuntary Transfer

2. Employees who are involuntarily transferred, for other than disciplinary purposes, to a position in a classification assigned to a higher appointment maximum or higher classification series level within the same pay range, will receive an increase of not less than eight percent (8%) of the pay range minimum, subject to the new pay range maximum. (Emphasis added.)

### I. Pay on Reclassification and Reallocation

2. Regraded employees whose positions are reclassified or reallocated to a classification assigned to a higher appointment maximum or higher classification series level within the same pay range will receive an increase in the amount of eight percent (8%) of the pay range minimum, subject to the new pay range maximum. (Emphasis added.)

**Please note that the above provisions are now subject to the new pay range maximum.** In the 2001-03 contract they were subject to the appointment maximum. There are other changes to the pay on appointment flexibility but they are not relevant to purpose of this bulletin, and therefore, are not shown. **Please see Appendix A of the 2003-05 WPEC contract for the additional changes.**

The following charts identify the classifications by group to identify which classifications in the same pay range are higher than other classifications in the same band.

### Professional Fiscal and Staff Services Broadband Groups

In ascending order, the professional fiscal classifications are Groups A and B in pay range 7-04; Groups C, D, and E in pay range 7-03; and Groups F, G, and H in pay range 7-02.

In pay range 7-04, Group A is the first level of broadbanded classifications. Group B classifications are higher than Group A classifications.

<b>7-04 Group A</b>	<b>7-04 Group B</b>
Lottery Customer Service Specialist-Objective Purchasing Agent Trust Funds Specialist	Lottery Customer Service Specialist-Senior Purchasing Agent-Objective Trust Funds Specialist 3

In pay range 7-03, Group C is the first level of broadbanded classifications. Group D classifications are higher than Group C classifications; and Group E classifications are higher than Group D classifications.

<b>7-03 Group C</b>	<b>7-03 Group D</b>	<b>7-03 Group E</b>
Accountant-Journey Agriculture Auditor 3 Auditor-Journey Consumer Credit Examiner-Journey Emergency Government Specialist-Senior Financial Examiner- Journey Health Care Rate Analyst-Senior Insurance Examiner-Journey Insurance Financial Examiner-Journey Insurance Program Specialist-Obj Procurement Specialist-Objective Property Assess Practices Spec-Jrny Property Assess Specialist-Journey Public Utility Auditor 3 Public Utility Financial Analyst-Jrny Real Estate Specialist-Senior Revenue Agent 3 Revenue Auditor 3 Revenue Field Agent 3 Revenue Tax Specialist 1 Securities Examiner-Journey Tax Resolution Officer – Office Audit Objective Tourism Coordinator	Accountant-Senior Agriculture Auditor 4 Auditor-Senior Consumer Credit Examiner-Senior Emergency Government Specialist-Adv Financial Examiner- Senior Health Care Rate Analyst-Advanced Insurance Examiner-Senior Insurance Financial Examiner-Senior Insurance Program Specialist-Senior Procurement Specialist-Senior Property Assess Practices Spec-Sr Property Assess Specialist-Adv Public Utility Auditor 4 Public Utility Financial Analyst-Sr Real Estate Specialist-Advanced Revenue Agent 4 Revenue Auditor 4 Revenue Field Agent 4 Revenue Field Auditor 4 Revenue Tax Specialist 2 Securities Examiner-Senior Tax Resolution Officer – Office Audit Senior Tourism Coordinator-Senior Transportation Fiscal Analyst 1	Property Assess Chief Trg Off Revenue Field Agent 5 Revenue Field Auditor 5 Transportation Fiscal Analyst 2

In pay range 7-02, Group F is the first broadbanded classification level. Group G classifications are higher than Group F classifications; and Group H classifications are higher than Group G classifications.

<b>7-02 Group F</b>	<b>7-02 Group G</b>	<b>7-02 Group H</b>
Accountant-Advanced Agriculture Auditor 5 Auditor-Advanced Consumer Credit Examiner-Advanced Financial Examiner-Advanced Insurance Financial Examiner-Advanced IS Business Automation Specialist IS Comprehensive Services Specialist IS Data Services Specialist IS Enterprise Data Services Specialist IS Enterprise Network Services Specialist IS Enterprise Strategic Planning Serv Spec IS Enterprise Systems Development Serv Spec IS Enterprise Technical Services Specialist IS Network Services Specialist IS Systems Development Services Specialist IS Technical Services Specialist Public Utility Auditor 5 Public Utility Financial Analyst-Advanced Revenue Auditor 5 Revenue Field Auditor 6 Revenue Tax Specialist 3 Tax Resolution Officer – Corporation Office Audit	Accountant (UTF Systems) Auditor (School Finance) Auditor (Transp Plan & Review) Auditor-Senior (DHFS) IS Business Automation Consultant/Administrator IS Comprehensive Services Consultant/Administrator IS Data Services Consultant/Administrator IS Enterprise Data Services Consultant/Administrator IS Enterprise Network Services Consultant/Administrator IS Enterprise Strategic Plan Serv Consultant/Administrator IS Enterprise Systems Dev Serv Consultant/Administrator IS Enterprise Technical Serv Consultant/Administrator IS Network Services Consultant/Administrator IS Systems Development Serv Consultant/Administrator IS Technical Services Consultant/Administrator Public Utility Auditor 6 Public Utility Financial Analyst-Principal Revenue Auditor 6 Revenue Field Auditor 7 Revenue Tax Specialist 4 Tax Resolution Officer – Field Audit	Public Utility Auditor 7 Revenue Field Auditor 8 Revenue Tax Specialist 5 Tax Resolution Officer – Large Case

### III. Wisconsin Science Professionals Classifications

This section of the bulletin defines upward classification movements within broadbanded professional science classifications represented by the Wisconsin Science Professionals (WSP).

The 2003-05 WSP contract, Appendix B, "Broadband Pay System," contains references to the movement of employees to a higher classification series level under Section 4, "Transaction Pay Adjustments," including:

#### F. Pay on Voluntary Transfer

3. Employees who voluntarily transfer to a position assigned to a higher classification series level within the same pay range will receive an increase of not less than eight percent (8%) of the pay range minimum, subject to the appointment maximum. (Emphasis added.)

#### G. Pay on Involuntary Transfer

2. Employees who are involuntarily transferred, for other than disciplinary purposes, to a position assigned to a higher classification series level within the same pay range, will receive an increase of not less than eight percent (8%) of the pay range minimum, subject to the appointment maximum. (Emphasis added.)

#### H. Pay on Reclassification and Reallocation

2. Regraded employees whose positions are reclassified or reallocated to [a] higher classification series level within the same pay range will receive an increase in the amount of eight percent (8%) of the pay range minimum, subject to the appointment maximum. (Emphasis added.)

The following charts list the professional science classifications in groups to identify which classifications in the same pay range or pay band are higher than other classifications in the same band.

#### Professional Science Broadband Groups

In ascending order, the professional science classifications are Groups A and B in pay range 15-03. In pay range 15-03, Group A is the first level of broadbanded professional science classifications; Group B professional science classifications are higher than Group A classifications.

15-03 Group A	15-03 Group B
Agriculture Marketing Consultant-Senior	Agriculture Marketing Consultant-Advanced
Air Management Specialist-Senior	Air Management Specialist-Advanced
Chemist-Senior	Chemist-Advanced
Computer Evidence Recovery Specialist-Senior	Computer Evidence Recovery Specialist-Adv
Conservation Biologist-Senior	Conservation Biologist-Advanced
Controlled Substance Analyst-Senior	Controlled Substance Analyst-Advanced
Cytotechnologist-Senior	Cytotechnologist-Advanced
DNA Analyst-Senior	DNA Analyst-Advanced
Environmental Analysis & Review Spec-Sr	Environmental Analysis & Review Spec-Adv
Environmental Enforcement Specialist-Senior	Environmental Enforcement Specialist-Adv
Environmental Health Specialist-Senior	Environmental Health Specialist-Advanced
Environmental Toxicologist-Senior	Environmental Toxicologist-Advanced
Examiner of Questioned Documents-Senior	Examiner of Questioned Documents-Advanced

15-03 Group A	15-03 Group B
Fingerprint and Footwear Examiner-Senior Firearm and Toolmark Examiner-Senior Fisheries Biologist-Senior Food Scientist-Senior Forensic Imaging Specialist-Senior Forester-Senior Gaming Veterinarian-Objective Health Physicist-Senior Hydrogeologist-Senior Medical Technologist-Senior Microbiologist-Senior Natural Resources Educator-Senior Natural Resources Research Scientist-Senior Parks & Recreation Specialist-Senior Plant Pest & Disease Specialist-Senior Public Health Sanitarian-Senior Toxicologist-Senior Trace Evidence Examiner-Senior Veterinarian-Objective Veterinarian Specialist-Senior Waste Management Specialist-Senior Wastewater Specialist-Senior Water Regulation & Zoning Specialist-Senior Water Resources Management Specialist-Sr Water Supply Specialist-Senior Wildlife Biologist-Senior	Fingerprint and Footwear Examiner-Advanced Firearm and Toolmark Examiner-Advanced Fisheries Biologist-Advanced Food Scientist-Advanced Forensic Imaging Specialist-Advanced Forensic Science Quality Assurance Coordinator Forensic Science Training Coordinator-Adv Forester-Advanced Gaming Veterinarian-Senior Health Physicist-Advanced Hydrogeologist-Advanced Medical Technologist-Advanced Microbiologist-Advanced Natural Resources Educator-Advanced Natural Resources Research Scientist-Adv Parks & Recreation Specialist-Advanced Plant Pest & Disease Specialist-Advanced Public Health Sanitarian-Advanced Toxicologist-Advanced Trace Evidence Examiner-Advanced Veterinarian-Senior Veterinarian Specialist-Advanced Waste Management Specialist-Advanced Wastewater Specialist-Advanced Water Regulation & Zoning Specialist-Adv Water Resources Management Specialist-Adv Water Supply Specialist-Advanced Wildlife Biologist-Advanced

**Contact Points:**

Questions regarding the information provided in this bulletin may be directed to Wil Mickelson at (608) 266-0714 or Dana Denny at (608) 267-0342 or by e-mail at [Wil.Mickelson@osер.state.wi.us](mailto:Wil.Mickelson@osер.state.wi.us) or [Dana.Denny@osер.state.wi.us](mailto:Dana.Denny@osер.state.wi.us).

---

Patricia M. Almond, Administrator  
 Division of Merit Recruitment and Selection

---

James A. Pankratz, Administrator  
 Division of Compensation and Labor Relations

WAM