

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

-DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN -

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| Date: April 21, 2004 | Subject: Personnel Management Classification Survey Program for Calendar Year 2004 |
| Locator No: OSER- 0024-MRS/SC | |

The purpose of this bulletin is to inform state agencies of the Office of State Employment Relations' (OSER) intention to conduct personnel management surveys of select occupational areas during the remainder of 2004. The survey program is limited to occupational areas experiencing the greatest recruitment, retention and classification plan administration problems. This recognizes the limited staff resources within OSER and the significant workload burden surveys place on state agency human resources and program staff. One of the goals of these surveys is to simplify the classification structure.

The Division of Merit Recruitment and Selection will work with the Division of Compensation and Labor Relations to complete the labor market surveys connected with these occupational surveys in order to prepare for negotiation of the 2005-2007 labor agreements.

Each formal personnel management survey being conducted by OSER will be initiated by issuing an informational bulletin announcing the survey. Each bulletin will designate the OSER Survey Manager and will provide general information on the scope, method and timeframe of the survey. Wil Mickelson, Executive Human Resources Officer, will coordinate survey program activities and serve as a resource to the OSER Survey Managers.

The titles of these surveys and the names of the OSER Survey Managers appear below.

| Survey Name | OSER Survey Manager | Telephone Number |
|--|----------------------------|-------------------------|
| Legal Support Staff | Kris Chilsen | (608) 266-7569 |
| Stores & Warehouse Operations | Diane Siegler | (608) 267-0408 |
| Facilities Repair & Maintenance | Tim Borchert | (608) 267-5165 |
| 2003 WI Act 91 – WI Historical Society | Denise Kohout | (608) 266-0712 |

In addition, OSER will oversee the surveys by staff in other state agencies of the following occupational areas:

| Mini-Survey | OSER Survey Contact | Affected Agency(s) |
|--|----------------------------|---------------------------|
| CADD Specialists & Surveyors | Kris Chilsen | Transportation |
| Accident Reconstruction Specialists | Stacie Meyer | Transportation |
| PSC Engineers & Auditors | Tim Borchert | Public Service Commission |
| DATCP Inspectors & Consultants | Stacie Meyer | Agriculture |
| Waste Management Specialists, Wastewater Specialists, Water Regulation & Zoning Specialists and Water Supply Specialists | Pat Waterman | Natural Resources |

OSER may undertake, on an emergency basis only and with significant assistance from the human resources staff located in other state agencies, additional mini-surveys of classifications unique to an individual agency in which there are significant classification administration problems.

Formal agency requests for additional mini-surveys should be submitted to Leean White, Director of the Bureau of Agency Services, Division of Merit Recruitment and Selection (DMRS) for consideration. Please reference Bulletin CLR/POL-68 for procedures for requesting classification survey reviews and agency specific classifications.

Please contact Leean White at (608) 267-0344 or via e-mail at leean.white@oser.state.wi.us with questions or concerns about this survey program.

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