

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: June 13, 2004

Subject: Miscellaneous Classification Plan Changes

Locator No: OSER-0034-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 June 13, 2004**, unless otherwise stated.

1. *Abolish* the **Administrative Support Assistant 1-Confidential** classification, **effective June 13, 2004**, and *modify* the **Administrative Support Assistant** class specification to eliminate reference to confidential positions. The classification series was created as part of the Professional Program Support Personnel Management Survey. As of May 2004, there are no longer any incumbents in this confidential classification and it will not be used in the future. Questions may be directed to Leean White at (608) 267-0344.
2. *Abolish* the **Area Administrator – Milwaukee Metro** classification, **effective June 13, 2004**, as this is a single position class no longer used by DWD and will not be used in the future. No reallocation notices are required for this action. Questions may be directed to Leean White at (608) 267-0344.
2. *Abolish* the **Energy Procurement Manager** classification, **effective June 13, 2004**, as this is a single position class no longer used by DOA and will not be used in the future. No reallocation notices are required for this action. Questions may be directed to Leean White at (608) 267-0344.
4. *Abolish* the **Purchasing Director, DWD** classification, **effective June 13, 2004**. Currently, there isn't anyone in this classification. The Department of Workforce Development will use the DWD Manager classification if they choose to hire someone in the future. No reallocation notices are required. Questions may be directed to Diane Siegler at (608) 267-0408.
5. *Modify* the **Enterprise Performance Evaluation Analyst-Advanced** classification specification, **effective June 13, 2004**, to remove references to the lower level Enterprise Performance Evaluation Analyst title that was abolished and announced in the May 2004 SC bulletin. This classification now describes a single position within the Department of Administration devoted to this function. No reallocation notices are required. Questions may be directed to Leean White at (608) 267-0344.
6. *Modify* the **Purchasing Director, DHFS** classification specification, **effective June 13, 2004**, to revise the classification title and update the location of the position within the Department of Health and Family Services. No reallocation notices are required. Questions may be directed to Diane Siegler at (608) 267-0408.
7. *Modify* the **UW Administrative Program Supervisor** classification specification, **effective June 13, 2004**, to add the UW La Crosse Director of General Support Services to the list of definitions. No reallocation notices are required. Questions may be directed to Dean Paynter at (608) 266-1014.
8. *Modify and retitle* the **Consumer Protection Investigator Supervisor** classification to **Consumer Protection Supervisor effective June 13, 2004**, to accommodate the addition of an allocation for the Weights and Measures Supervisor to oversee the Weights & Measures field inspection program at the Department of Agriculture, Trade and Consumer Protection. The agency will be required to

process the reallocation notices for this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.

Internet Availability:

The target date for the availability of classification specifications from this bulletin on the OSER Web Page is June 28, 2004. 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://oser.state.wi.us>. Go to the reference center tab and then 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 HR Consultant at the OSER Fax number (608) 267-2411 or by e-mail at (using the analyst's name) firstname.lastname@oser.state.wi.us.

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

Classification					FLSA			
	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group	CIC Code
<u>ABOLISH</u>								
1)	Administrative Support Assistant 1-Confidential							
	08111	81-05	97	5	N	N	187	389
2)	Area Administrator-Milwaukee Metro							
	49860	81-03	17	2	E	N	003	005
3)	Energy Procurement Manager							
	10500	81-02	18	2	E	N	023	033
4)	Purchasing Director, DWD							
	10220	81-01	19	1	E	N	001	005

Classification					FLSA			
	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group	CIC Code
<u>MODIFY</u>								
1)	Administrative Support Assistant							
	08160	07-04	07	5	N	N	187	389
5)	Enterprise Performance Evaluation Analyst-Advanced							
	02940	81-02	18	2	E	N	016	023
6)	Purchasing Director, DHFS							
	10210	81-01	19	1	E	N	001	005
7)	UW Administrative Program Supervisor							
	07480	81-03	17	2	E	N	019	036

Classification					FLSA			
	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group	CIC Code
<u>MODIFY & RETITLE</u>								
8)								
OLD	Consumer Protection Investigator Supervisor							
NEW	Consumer Protection Supervisor							
	74820	81-03	16	3	E	N	293	036

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

Effective Date: 1-8 June 13, 2004