

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: Sept. 5, 2004

Subject: Miscellaneous Classification Plan Changes

Locator No: OSER-0051-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 September 5, 2004**, unless otherwise stated.

1. *Abolish* the **Forensic Scientist Quality Assurance Coordinator** classification, **effective September 5, 2004**, as it is no longer used by the agency. No reallocation notice is required for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
2. *Abolish* the vacant unclassified titles **Director, Legislative Services; Legislative Secretary 1, 2, 3; Secretarial Assistant; and Support Clerk**, **effective September 5, 2004**. These unclassified titles are no longer used. Questions may be directed to Leean White at (608) 267-0344.
3. *Abolish* the **Storage Tank Plan Reviewer** classification, **effective September 5, 2004**, based upon a request from the Department of Commerce. The position currently in this classification will be reallocated to Engineering Specialist-Advanced 1 without modifications to that classification specification. The agency will process a manual reallocation notice for this action. Questions may be directed to Kris Chilsen at (608) 266-7569.
4. *Modify* the **Corrections Food Service Leader 1** classification series specification, **effective September 5, 2004**, to both identify the inclusion of employees at the Sand Ridge Secure Treatment Center, within the Department of Health & Family Services, and to recognize that the center has its own production kitchen. The agency will process reallocations to implement this class action. Questions may be directed to Tammy Haack at (608) 266-8232.
5. *Modify* the **Food Service Assistant 4** classification series specification, **effective September 5, 2004**, to clarify the types of employees a Food Service Assistant 4 has leadworker responsibilities over. No reallocations need to be processed to implement this transaction. Questions may be directed to Tammy Haack at (608) 266-8232.
6. *Modify* the **Health Care Financing Manager** classification specification, **effective September 5, 2004**, to change the Associate Administrator positions to Deputy Administrator. No reallocation notices are required for this action. Questions may be directed to Diane Siegler at (608) 267-0408.
7. *Modify* the **Nursing Consultant** classification series specification, **effective September 5, 2004**, to update the definition section with the current duties being performed. The specification was also updated to reflect the current division names at the Department of Health and Family Services. No reallocation notices are required for these actions. Questions may be directed to Diane Siegler at (608) 267-0408.
8. *Modify* the **Public Health Sanitarian, -Senior and -Advanced** and the **Public Health Sanitarian Supervisor** classification specifications, **effective September 5, 2004**, to acknowledge that some positions have been relocated to the Department of Agriculture, Trade and Consumer Protections from the Department of Health and Family Services and identify allocations at the advanced level in both agencies. No reallocation notices are required for this 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 September 20, 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 analyst at the OSER Fax number (608) 267-1000 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	Class	Pay	Unit	EEO	FLSA	FLSA	Job	CIC
	Code	Range	Code	Cat.		LTE Code	Group	Code

ABOLISH

1)	Forensic Science Quality Assurance Coordinator	42600	15-03	15	2	E	N	049	073
2)	Director, Legislative Services	96350	18-00	99	1	E	N	000	000
	Legislative Secretary 1	96811	18-00	99	6	N	N	000	000
	Legislative Secretary 2	96812	18-00	99	6	N	N	000	000
	Legislative Secretary 3	96813	18-00	99	6	N	N	000	000
	Secretarial Assistant	96800	18-00	99	6	N	N	000	000
	Support Clerk	96900	18-00	99	6	N	N	000	000
3)	Storage Tank Plan Reviewer	25561	14-03	14	2	N	N	140	216
	Storage Tank Plan Reviewer-Senior	25562	14-04	14	2	E	N	140	216

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

MODIFY

4)	Corrections Food Service Leader 1	84201	03-08	03	8	N	N	253	436
5)	Food Service Assistant 4	84804	03-09	03	8	N	N	253	439
6)	Health Care Financing Manager	03750	81-01	19	1	E	N	001	005
7)	Nursing Consultant 1	38341	11-09	11	2	E	N	063	095
	Nursing Consultant 2	38342	11-10	11	2	E	N	063	095
8)	Public Health Sanitarian	72361	15-24	15	2	N	N	293	036
	Public Health Sanitarian-Senior	72362	15-03	15	2	E	N	293	036
	Public Health Sanitarian-Advanced	72363	15-03	15	2	E	N	293	036
	Public Health Sanitarian Supervisor	72320	81-03	17	2	E	N	049	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: September 5, 2004