

State of Wisconsin

**OFFICE OF STATE EMPLOYMENT RELATIONS**

**- DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN -**

**Date:** April 3, 2005

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0061-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 April 3, 2005**, unless otherwise stated.

- 1) *Abolish* the **Chemist Management Supervisor** and **Microbiologist Management Supervisor** classifications, and *create* the **Science Management Supervisor** classification, **effective April 3, 2005**, to incorporate the duties from the two abolished classifications into one classification. This position may also work in the Medical Technology field. Affected agencies of UW and DATCP will process reallocation notices. Questions may be directed to Diane Siegler at (608) 267-0408.
- 2) *Abolish* the **Experiential Recreation Specialist-Entry and Objective** classifications and *create* the **Experiential Recreation Specialist (A, B)** classification, **effective April 3, 2005**, to accommodate the pay structure negotiated in the WSEU-PSS 2003-2005 contract. DOA Central Payroll will process automated reallocation notices for these classification actions. Questions may be directed to Tammy Haack at (608) 266-8232.
- 3) *Abolish* the **Recreation Leader-Entry and Objective** classifications and *create* the **Recreation Leader (A, B)** classification, **effective April 3, 2005**, to accommodate the pay structure negotiated in the WSEU-PSS 2003-2005 contract. DOA Central Payroll will process automated reallocation notices for these classification actions. Questions may be directed to Tammy Haack at (608) 266-8232.
- 4) *Modify* the **Actuary 1 and 2** classification specification, **effective April 3, 2005**, to add the Investment, Rate and Loan Analysis master guidechart information, as referenced throughout the specification. No reallocation notices are necessary for this action. Questions may be directed to Denise Kohout at (608) 266-0712.
- 5) *Modify* the **Administrative Support Assistant** classification specification, **effective April 3, 2005**, to eliminate one of the allocations at DOA, the allocation at DNR and two allocations at DPI. No reallocation notices are necessary for this action. Questions may be directed to Jamie O'Donnell at (608) 267-5165.
- 6) *Modify* the **Procurement Supervisor** classification specification, **effective April 3, 2005**, to create an allocation for a Deputy Director at DOA. No reallocation notices are necessary for this action. Questions may be directed to Jamie O'Donnell at (608) 267-5165.
- 7) *Modify* the **Records Management Program Supervisor** classification specification, **effective April 3, 2005**, to reflect the removal of an allocation at the Department of Revenue resulting from an internal reorganization. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.

- 8) *Modify* the **Revenue Administrative Manager** classification specification, **effective April 3, 2005**, to add a new allocation, omit four other allocations and modify a few working titles and job functions within the Department of Revenue. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.
- 9) *Modify* the **Revenue Program Supervisor** classification specification, **effective April 3, 2005**, to reflect the addition of an allocation for Record Management and Office Services section, resulting from an internal reorganization within the Department of Revenue. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.
- 10) *Modify* the **Trust Funds Assistant** classification specification, **effective April 3, 2005**, to reflect an expansion of the complex issues relating to insurance benefits that allow one to progress to the 3 level. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.
- 11) *Reassign the pay range* for the **Probation and Parole Agent (A,B)** and **Unemployment Benefit Specialist 1-5** classifications, **effective April 3, 2005**, as negotiated in the WSEU-PSS 2003-2005 contract. DOA Central Payroll will process automated reallocation notices for this action. Questions may be directed to Tammy Haack at (608) 266-8232.

**Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER Web Page is April 18, 2005. 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/docview.asp?docid=1425>. 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 Debra Bower at (608) 267-5162 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) 2671000 or by e-mail at (using the analyst's name) [firstname.lastname@oser.state.wi.us](mailto:firstname.lastname@oser.state.wi.us).

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

**ABOLISH**

1)	Chemist Management Supervisor	41530	81-02	98	2	E	N	049	073
	Microbiologist Management Supervisor	41030	81-02	98	2	E	N	049	078
2)	Experiential Recreation Specialist – Entry	53401	12-03	12	2	N	N	112	175
	Experiential Recreation Specialist – Objective	53402	12-04	12	2	N	N	112	175
3)	Recreation Leader - Entry	39501	12-03	12	5	N	N	112	175
	Recreation Leader – Objective	39502	12-04	12	5	N	N	112	175

**CREATE**

1)	Science Management Supervisor	41060	81-02	98	2	E	N	049	073
2)	Experiential Recreation Specialist (A)	53461	12-04	12	2	N	N	112	175
	Experiential Recreation Specialist (B)	53462	12-05	12	2	N	N	112	175
3)	Recreation Leader (A)	39561	12-04	12	5	N	N	112	175
	Recreation Leader (B)	39562	12-05	12	5	N	N	112	175

**MODIFY**

4)	Actuary 1 and 2	46201	08-07	08	2	E	N	044	066
5)	Administrative Support Assistant	08160	07-04	07	5	N	N	187	389
6)	Procurement Supervisor	10480	81-02	98	2	E	N	023	033
7)	Records Management Program Supervisor	05720	81-03	17	2	E	N	019	026
8)	Revenue Administrative Manager	01590	81-01	19	1	E	N	001	023
9)	Revenue Program Supervisor	01520	81-03	17	2	E	N	016	023

10)	Trust Funds Assistant								
		19923	02-13	02	5	N	N	202	338

**PAY RANGE REASSIGNMENT**

11)	Probation and Parole Agent (A)								
	<b>OLD</b>	51701	12-04	12	2	N	N	112	174
	<b>NEW</b>	51701	<b>12-05</b>	12	2	N	N	112	174
	Probation and Parole Agent (B)								
	<b>OLD</b>	51702	12-05	12	2	N	N	112	174
	<b>NEW</b>	51702	<b>12-06</b>	12	2	N	N	112	174
	Unemployment Benefit Specialist - 1								
	<b>OLD</b>	48401	12-04	12	2	M	N	226	375
	<b>NEW</b>	48401	<b>12-05</b>	12	2	M	N	226	375
	Unemployment Benefit Specialist - 2								
	<b>OLD</b>	48402	12-05	12	2	M	N	226	375
	<b>NEW</b>	48402	<b>12-06</b>	12	2	M	N	226	375
	Unemployment Benefit Specialist - 3								
	<b>OLD</b>	48403	12-06	12	2	M	N	226	375
	<b>NEW</b>	48403	<b>12-07</b>	12	2	M	N	226	375
	Unemployment Benefit Specialist - 4								
	<b>OLD</b>	48404	12-07	12	2	M	N	226	375
	<b>NEW</b>	48404	<b>12-08</b>	12	2	M	N	226	375
	Unemployment Benefit Specialist - 5								
	<b>OLD</b>	48405	12-08	12	2	E	N	226	375
	<b>NEW</b>	48405	<b>12-09</b>	12	2	E	N	226	375

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

**Effective Date Items 1 – 11: April 3, 2005**