

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: August 28, 2011

Subject: Miscellaneous Classification Plan Changes

Locator No: OSER-0283-MRS/SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the following classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is August 28, 2011**, unless otherwise stated.

- 1) *Create* the **Animal Science Meat Technician** classification **effective August 28, 2011**, to describe a position that butchers and processes meat at one of the University of Wisconsin-Madison agriculture research facilities. No reallocations will need to be processed for this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 2) *Create* the **Health Care Program Manager** classification **effective August 28, 2011**, to identify positions that serve as Section Chiefs in the Department of Health Services, Division of Health Care Access and Accountability. The DHS will process all necessary reallocation notices. Questions may be directed to Pat Waterman at (608) 266-8149.
- 3) *Create* the **Revenue Economist—Confidential** classification series **effective August 28, 2011**, to partially restore the progression series that existed prior to the implementation of the broadband pay structure for the Economist—Confidential classification and to better define the levels of work that currently exist in these positions located in the Department of Revenue (DOR), Division of Research and Policy. The DOR will process all necessary reallocation notices. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Modify* the **Nursing Administrator** classification specification, **effective August 28, 2011**, to include use by the Department of Veterans Affairs. No reallocations will need to be processed for this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 5) *Modify* the **Payroll and Benefits Specialist** classification specification, Section D, **effective August 28, 2011**, to remove the requirement for competition for movement from the 1 to the 2 level. No reallocations will need to be processed for this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 6) *Modify* the **Program Assistant Supervisor and Program Assistant Supervisor -Advanced** classification specifications, **effective August 28, 2011**, to change the reference to the abolished Program Assistant series to the Office Associate, Office Operations Associate and Operations Program Associate. No reallocations will need to be processed for this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 7) *Modify* the **Revenue Management Supervisor** classification specification **effective August 28, 2011**, to add the allocation of Audit Technical Services Supervisor and to remove the allocations for Chief, Intelligence Section; Chief, Audit Technical Service Section; and Customer Assistance Unit Supervisor for the Department of Revenue (DOR). The DOR will process all necessary reallocation notices. Questions may be directed to Pat Waterman at (608) 266-8149.
- 8) *Modify* the **Security Officer** classification series **effective August 28, 2011**, to update the specification related to positions at the University of Wisconsin campuses, to remove the Department of Public Instruction representative position at the 1 level, and to add representative positions for the Department(s) of Corrections at the 2 level and Veterans Affairs at the 4 level. No reallocations will need to be processed for this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.

- 9) *Modify* the **UW Administrative Program Supervisor** classification specification **effective August 28, 2011**, to update the allocations in the numbered listing to match and include all the positions listed. No reallocations will need to be processed 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 website is September 2, 2011. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions regarding the availability of these documents on OSER's website should be directed to Randy Peltier at (608) 266-9602.

Alphabetical Listing of Classifications: The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at <http://oscr.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 Randy Peltier at (608) 266-9602 if you have any questions about information contained in the Alpha List.



Greg Gracz, Director
Office of State Employment Relations

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

CREATE

1)	Animal Science Meat Technician	84500	06-12	06	3	N	N	283	190
2)	Health Care Program Manager	03940	81-02	19	1	E	N	001	035
3)	Revenue Economist – Confidential	54161	81-04	99	2	N	N	044	180
	Revenue Economist – Confidential – Senior	54162	81-03	99	2	E	N	044	180
	Revenue Economist – Confidential – Advanced	54163	81-03	99	2	E	N	044	180

MODIFY

4)	Nursing Administrator	38430	81-02	98	2	E	N	063	313
5)	Payroll & Benefits Specialist 1	21301	02-09	02	6	N	N	202	514
6)	Program Assistant Supervisor	16320	81-05	16	5	E	N	187	500
	Program Assistant Supervisor - Advanced	16420	81-04	16	5	E	N	187	500
7)	Revenue Management Supervisor	01530	81-02	98	2	E	N	016	093
8)	Security Officer 1	65511	05-08	05	4	N	N	247	392
	Security Officer 2	65512	05-09	05	4	N	N	247	392
	Security Officer 3	65513	05-10	05	4	N	N	247	392
	Security Officer 4	65514	05-11	05	4	N	N	247	392
9)	UW Administrative Program Supervisor	07480	81-03	17	2	E	N	019	500

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