

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** October 23, 2011

**Subject:** Miscellaneous Classification Plan Changes


**Locator No:** OSER-0289-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 October 23, 2011**, unless otherwise stated.

- 1) *Abolish* the **Director, Bureau of Petroleum Inspection** classification **effective October 23, 2011**, since the classification is no longer used by the Department of Safety and Professional Services, formerly the Department of Commerce. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 2) *Abolish* the **Natural Resources Customer Service and Licensing Supervisor** classification **effective October 23, 2011**, since the classification is no longer used by the Department of Natural Resources. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 3) *Create* the **Human Resources Supervisor** classification **effective October 23, 2011**, to describe professional positions which perform supervisory human resources-related duties for a state agency. Any reallocation notices necessary to accomplish this classification action will be processed by the affected agencies. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Modify* the **UW Administrative Program Supervisor** classification specification **effective October 23, 2011**, to add an allocation for the UW-River Falls' Business Manager of Facilities Management. Any reallocation notices necessary to accomplish this classification action will be processed by UW-River Falls. 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 October 28, 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 Jan Mason at (608) 267-2156.

**Alphabetical Listing of Classifications:** The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website 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 Pat Waterman at (608) 266-8149 if you have any questions about information contained in the Alpha List.



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Greg Gracz, Director  
Office of State Employment Relations

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

**ABOLISH**

- |    |   |       |       |    |   |   |   |     |     |
|----|---|-------|-------|----|---|---|---|-----|-----|
| 1) | Director, Bureau of Petroleum Inspection                  | 03140 | 81-01 | 19 | 1 | E | N | 001 | 036 |
| 2) | Natural Resources Customer Service & Licensing Supervisor | 56220 | 81-03 | 17 | 2 | E | N | 187 | 500 |

**CREATE**

- |    |                            |       |       |    |   |   |   |     |     |
|----|----------------------------|-------|-------|----|---|---|---|-----|-----|
| 3) | Human Resources Supervisor | 10830 | 81-03 | 16 | 2 | E | N | 020 | 062 |
|----|----------------------------|-------|-------|----|---|---|---|-----|-----|

**MODIFY**

- |    |                                      |       |       |    |   |   |   |     |     |
|----|--------------------------------------|-------|-------|----|---|---|---|-----|-----|
| 4) | 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.