

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** April 8, 2012

**Locator No:** OSER-0302-MRS/SC

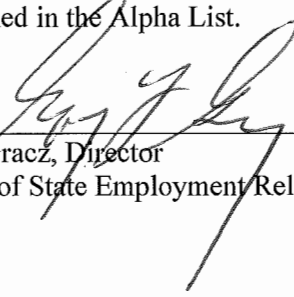
**Subject:** Miscellaneous Classification Plan Changes and Pay Range Reassignments for Certain Schedule 07 Classifications

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 April 8, 2012**, unless otherwise stated.

- 1) *Abolish* the **Ombudsman Services Supervisor** and the **Volunteer Services Supervisor** classifications and *Create* the **Long-Term Care Services Supervisor** classification for the Board on Aging and Long-Term Care to consolidate the single position Ombudsman Services Supervisor and Volunteer Services Supervisor classifications and include the new Medigap Services Supervisor position into one classification titled Long-Term Care Services Supervisor. DOA HR will process all necessary reallocation notices for the BOALTC to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 2) *Create* the **Animal Health Inspector Supervisor** classification specification for the Department of Agriculture, Trade and Consumer Protection. The reinstatement of the classification and assignment of the pay range is due to a reorganization of reporting functions within DATCP. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 3) *Create* the **Procurement Specialist-Advanced** classification specification for the Department of Administration, Bureau of Procurement, to address the advanced nature of the work being performed within the Bureau. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Modify* the **Records/Forms Management Specialist** classification series to reflect changes to the definition language to allow inclusion of other agency positions with similar level work as the listed allocations. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 5) *Reassign pay ranges* for the **Criminal Analyst** and **Criminal Analyst-Senior** classifications to the **07-04 broadband**; and the **Excise Tax Agent, Excise Tax Agent-Senior, Special Agent and Special Agent-Senior** classifications to the **07-03 broadband**. Reallocations will be processed by DOA Central Payroll. There will be no pay increase associated with the pay range reassignments. The progressions in Section A, 2.04 of the Compensation Plan will continue as follows: the 07-30 progression will continue to apply to the Excise Tax Agent and Special Agent classifications; the 07-31 progression will continue to apply to the Excise Tax Agent-Senior and Special Agent-Senior classifications; the 07-32 progression will continue to apply to the Criminal Analyst classification; and the 07-33 progression will continue to apply to the Criminal Analyst-Senior classification. Questions may be directed to Paul Ostrowski at (608) 267-0343.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is April 13, 2012. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Pat Waterman at (608) 266-8149.

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

**ABOLISH**

1)	Ombudsman Services Supervisor	50580	81-03	17	2	E	N	019	202
	Volunteer Services Supervisor	23720	81-03	17	2	E	N	019	202

**CREATE**

2)	Animal Health Inspector Supervisor	70280	81-03	16	3	E	N	293	601
1)	Long-Term Care Services Supervisor	50920	81-03	17	2	E	N	112	202
3)	Procurement Specialist-Advanced	10465	07-02	07	2	E	N	023	053

**MODIFY**

4)	Records/Forms Management Specialist	05761	07-04	07	2	M	N	019	542
	Records/Forms Management Specialist-Senior	05762	07-03	07	2	M	N	019	542

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

**REASSIGN PAY RANGES**5) **BROADBAND 07-04**

Criminal Analyst	67201	<b>07-32</b>	<b>07-04</b>	7	2	N	N	044	071
Criminal Analyst-Senior	67202	<b>07-33</b>	<b>07-04</b>	7	2	N	N	044	071

5) **BROADBAND 07-03**

Excise Tax Agent	67701	<b>07-30</b>	<b>07-03</b>	7	2	N	N	293	093
Excise Tax Agent-Senior	67702	<b>07-31</b>	<b>07-03</b>	7	2	N	N	293	093
Special Agent	67561	<b>07-30</b>	<b>07-03</b>	7	2	N	N	247	382
Special Agent-Senior	67562	<b>07-31</b>	<b>07-03</b>	7	2	N	N	247	382

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