

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** May 6, 2012

**Locator No:** OSER-0305-MRS/SC

**Subject:** Miscellaneous Classification Plan Changes; Implementation of the Trust Fund Assistant 1-3 Personnel Management Survey; and DP Unit Code Reassignment for the Public Safety unit.

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 May 6, 2012**, unless otherwise stated.

- 1) *Modify* the **Psychiatrist** classification specification to add language updating the licensing and residency requirement in the functional areas. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 2) *Modify and Reassign the Pay Ranges* for the **Trust Funds Assistant 1, 2, 3** classification series as a result of the Personnel Management Mini Survey, in order to reflect an expansion of the complexity of the duties and reassign the pay ranges to line up with comparable classes. The Department of Employee Trust Funds will process reallocation notices regarding the pay range reassignments including the applicable range adjustment increases. Questions may be directed to Pat Waterman at (608) 266-8149.
- 3) *Modify* the **Veterans Benefits Specialist 1 and 2** classification series to allow the use of the classification by other agencies or UW campuses outside of Veteran Affairs. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Change DP Unit Code* for the **State Patrol Trooper** and **State Patrol Inspector** classification specifications for the Department of Transportation by creating a new data processing (DP) unit code for the two classifications which are assigned to the new "public safety" bargaining unit. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to John Wiesman at (608) 266-1418.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is May 11, 2012. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. 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						FLSA		
Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA Code	Job Group	CIC Code	

**MODIFY**

1)	Psychiatrist	31310	10-52	10	2	E	E	057	306
3)	Veterans Benefits Specialist 1	50701	12-04	12	2	E	N	226	525
	Veterans Benefits Specialist 2	50702	12-05	12	2	E	N	226	525

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

**MODIFY AND REASSIGN PAY RANGE**

2)	Trust Funds Assistant 1	19921	02-11	02-12	02	5	N	N	202	525
	Trust Funds Assistant 2	19922	02-12	02-13	02	5	N	N	202	525
	Trust Funds Assistant 3	19923	02-13	02-14	02	5	N	N	202	525

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

**CHANGE DP UNIT CODE**

4)	State Patrol Trooper	65900	36-40	36	63	4	N	N	247	385
	State Patrol Inspector	65960	36-40	36	63	4	N	N	247	385

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