

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: June 2, 2013

Locator No: OSER-0324-MRS/SC

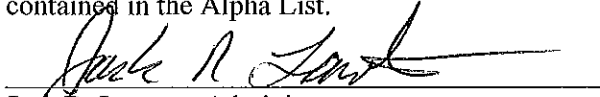
Subject: Miscellaneous Classification Plan Changes and Implementation of the Area Administrator Personnel Management Classification Survey.

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 June 2, 2013**, unless otherwise stated.

- 1) *Abolish* the **Chief, Grading, Labeling and Evaluation Section** classification specification for the Department of Agriculture, Trade and Consumer Protection. This classification is vacant and not expected to be used in the future. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Nicole Rute at (608) 267-1019.
- 2) *Abolish* the **Communications and Agriculture Services Supervisor** classification specification for the Department of Agriculture, Trade and Consumer Protection. This classification is vacant and not expected to be used in the future. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Nicole Rute at (608) 267-1019.
- 3) *Abolish* the **Occupational Safety Consultant 1, 2** classification series for the Department of Workforce Development. This classification is vacant and not expected to be used in the future. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Create* the **DCF Program Supervisor** classification specification for the Department of Children and Families (DCF) as a result of the Area Administrator Personnel Management Classification Survey. This action removes the DCF positions from the Area Administrator classification to better describe the function of the DCF positions. The affected agency will process any necessary reallocation notices. Questions may be directed to Pat Waterman (608) 266-8149.
- 5) *Modify* the **Nursing Assistant** classification series for the Department of Corrections, Department of Health Services and the Department of Veteran Affairs. The classification was updated to add a trainee allocation at the entry level for DVA positions and to remove remaining the references to the UWHC. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Karla King at (608) 266-0712.
- 6) *Modify and Change the EEO Code* for the **Food Safety Supervisor** classification specification for the Department of Agriculture, Trade and Consumer Protection. The classification was updated to reflect the addition of a supervisory position over a new Agent/Outreach work unit within the Division of Food Safety. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Nicole Rute at (608) 267-1019.
- 7) *Modify and Change the Job Group and CIC Codes* for the **Area Administrator** classification specification for the Department of Children and Families (DCF) and Department of Health Services (DHS). This classification action occurred as a result of the Area Administrator Personnel Management Classification Survey which removes the positions in DCF and better identifies the duties of the Area Administrator positions in DHS. The affected agencies will process any necessary reallocation notices. Questions may be directed to Pat Waterman at (608) 266-8149.
- 8) *Modify and Change the CIC Code* for the **UW Administrative Program Supervisor** classification specification **effective May 5, 2013** to add an allocation for the Assistant Director of Procurement at UW-Green Bay. No reallocation notices are necessary to accomplish 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 June 7, 2013. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Dianna McNall at (608) 266-8232.

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 Dianna McNall at (608) 266-8232 if you have any questions about information contained in the Alpha List.



Jack R. Lawton, Administrator
Division of Merit Recruitment and Selection
Wisconsin Office of State Employment Relations

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

ABOLISH

1)	Chief, Grading, Labeling and Evaluation Section	70450	81-02	98	1	E	N	003	020
2)	Communications and Agriculture Services Supervisor	06820	81-04	17	2	E	N	019	500
3)	Occupational Safety Consultant 1	73301	05-14	5	4	N	N	025	354
	Occupational Safety Consultant 2	73302	05-15	5	4	N	N	025	354

CREATE

4)	DCF Program Supervisor	49820	81-03	17	2	E	N	112	202
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MODIFY

5)	Nursing Assistant 1	38101	06-10	6	5	N	N	262	360
	Nursing Assistant 2	38102	06-11	6	5	N	N	262	360
	Nursing Assistant 3	38103	06-12	6	5	N	N	262	360

MODIFY AND CHANGE EEO CODE

6)	Food Safety Supervisor								
	Old	70380	81-03	16	3	E	N	293	600
	New	70380	81-03	16	2	E	N	293	600

MODIFY AND CHANGE JOB GROUP & CIC CODE

7)	Area Administrator								
	Old	49840	81-03	17	2	E	N	019	073
	New	49840	81-03	17	2	E	N	112	202

MODIFY AND CHANGE CIC CODE

8)	UW Administrative Program Supervisor								
	Old	07480	81-03	17	2	E	N	019	500
	New	07480	81-03	17	2	E	N	019	071

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