

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** July 14, 2013

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0333-MRS/SC

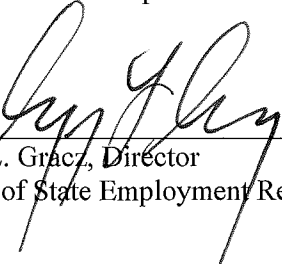
Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the following classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is July 14, 2013**, unless otherwise stated.

- 1) *Create* the unclassified **Assistant Deputy Secretary** series in accordance with 2013 Wisconsin Act 20 **effective July 1, 2013**. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 2) *Modify* the **Budget and Policy Manager** classification for the Department of Administration to add an allocation to account for the splitting of the Division of State Facilities into two divisions. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 3) *Modify* the **Corrections Administrative Supervisor** classification for the Department of Corrections as a result of the reorganization of the Electronic Monitoring Center. The representative positions for the Division of Adult Institutions were updated to reflect current duties and the Division of Community Corrections representative positions were removed. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Lynn Kirsch at (608) 266-2705.
- 4) *Modify* the **Corrections Administrative Unit Supervisor** classification for the Department of Corrections. Due to advances in electronic monitoring technology and new laws requiring an increased number of people on electronic monitoring systems, the duties, training needs, and staff supervision were updated. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Lynn Kirsch at (608) 266-2705.
- 5) *Modify* the **Corrections Security Chief** classification for the Department of Corrections to address the need for a statewide security program focus in the central office. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Lynn Kirsch at (608) 266-2705.
- 6) *Modify and Change DP Code* the **Corrections Security Director** classification for the Department of Corrections to address the need for a statewide security program focus in the central office. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Lynn Kirsch at (608) 266-2705.
- 7) *Modify and Change CIC Code* the **Public Health Nutrition Section Chief** classification for the Department of Health Services with updating the qualifications language and the name of the Department of Health Services. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is July 19, 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.

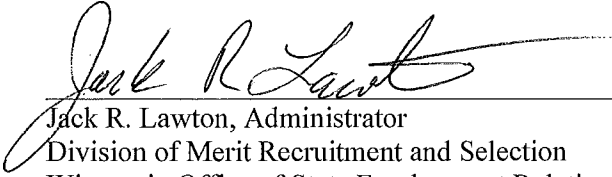
**Alphabetical Listing of Classifications:** The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at <http://oser.state.wi.us/docview.asp?docid=1425>. The Alpha List is updated

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.



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Greg L. Gracz, Director  
Office of State Employment Relations



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

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

**Create**

1)	ASST DEPUTY-20.923(9) NTE ESG 1							
	98961	90-00	99	1	E	E	000	000
	ASST DEPUTY-20.923(9) NTE ESG 2							
	98962	90-00	99	1	E	E	000	000
	ASST DEPUTY-20.923(9) NTE ESG 3							
	98963	90-00	99	1	E	E	000	000
	ASST DEPUTY-20.923(9) NTE ESG 4							
	98964	90-00	99	1	E	E	000	000
	ASST DEPUTY-20.923(9) NTE ESG 5							
	98965	90-00	99	1	E	E	000	000
	ASST DEPUTY-20.923(9) NTE ESG 6							
	98966	90-00	99	1	E	E	000	000
	ASST DEPUTY-20.923(9) NTE ESG 7							
	98967	90-00	99	1	E	E	000	000
	ASST DEPUTY-20.923(9) NTE ESG 8							
	98968	90-00	99	1	E	E	000	000
	ASST DEPUTY-20.923(9) NTE ESG 9							
	98969	90-00	99	1	E	E	000	000

**MODIFY**

2)	Budget and Policy Manager							
	09790	81-01	19	1	E	N	001	012
3)	Corrections Administrative Supervisor							
	05980	81-04	16	5	E	N	019	500
4)	Corrections Administrative Unit Supervisor							
	05920	81-03	17	2	E	N	019	500
5)	Corrections Security Chief							
	66440	81-01	19	1	E	N	001	370

**MODIFY AND CHANGE DP CODE**

6)	Corrections Security Director								
	Old	66130	81-02	98	2	E	N	240	370
	New	66130	81-02	19	2	E	N	240	370

**MODIFY AND CHANGE CIC CODE**

7)	Public Health Nutrition Section Chief								
	Old	40530	81-02	98	2	E	N	065	303
	New	40530	81-02	98	2	E	N	065	035

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