

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF COMPENSATION AND LABOR RELATIONS

Date: June 14, 2015

Locator No: OSER-0392-CC/SC

Subject: Miscellaneous Classification Plan Changes
Implementation of Financial Specialist
Classification series Personnel Management
Survey

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is June 14, 2015**, unless otherwise stated.

For the transactions in this bulletin reallocations will be processed by DOA Central Payroll. The affected agencies will process all necessary reallocation notices. For any upward reallocations to a higher pay range positions will receive an increase of 8% of the new pay range or minimum of the new pay range, whichever is greater. Employee's eligible for reinstatement eligibility will not receive 8% of the minimum. Those who have reinstatement eligibility to the new range will have their pay set in accordance with s. ER 29.03(3) (c), Wis. Adm. Code.

- 1) **Abolish** the **Financial Clerk, Financial Specialist-Confidential** classification specifications and the **Financial Specialist 1-5** classification series and **Create** the **Financial Specialist** classification series as a result of the Financial Specialist Personnel Management Survey to update the duties. Questions may be directed to Dianna McNall at 608-266-8232
- 2) **Create** the **Gaming License Program Associate** classification specification as a result of the Financial Specialist Personnel Management Survey to describe positions performing license and permit support functions in the Department of Administration, Division of Gaming. Questions may be directed to Peter Flood at (608) 266-8149.
- 3) **Create** the **Medical Claims Specialist** classification series as a result of the Financial Specialist Personnel Management Survey to describe positions performing billing and collection in the Department of Health Services. Questions may be directed to Dianna McNall at (608) 266-8232.
- 4) **Create** the **Member Finance Specialist** classification series as a result of the Financial Specialist Personnel Management Survey to describe positions performing Medicaid eligibility and member financial planning services for the Department of Veteran Services at King and Union Grove. Reallocations to the same or counterpart pay range will not be granted a pay adjustment according 2013-2015 Compensation Plan Section I, 4.10. Questions may be directed to Peter Flood at (608) 266-8149.
- 5) **Create** the **Transportation Program Coordinator** classification series as a result of the Financial Specialist Personnel Management Survey to describe positions performing program coordination duties for specialized transportation programs and subprograms for the Department of Transportation. Questions may be directed to Dianna McNall at (608) 266-8232.
- 6) **Modify** the **Executive Human Resources Manager** classification specification for the Office of State Employment Relations to update the representative positions and to add an additional allocation pattern. There are no reallocations necessary for 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 June 19, 2015. This is the only notification DCLR 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.

Kathy Kopp

Kathy Kopp, Administrator
Division of Compensation & Labor Relations
Office of State Employment Relations

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

ABOLISH

1)	Financial Clerk	21000	02-09	02	5	N	N	202
	Financial Specialist 1	00101	02-10	02	5	N	N	202
	Financial Specialist 2	00102	02-11	02	5	N	N	202
	Financial Specialist 3	00103	02-12	02	5	N	N	202
	Financial Specialist 4	00104	02-13	02	5	N	N	202
	Financial Specialist 5	00105	02-14	02	5	N	N	202
	Financial Specialist-Confidential	00310	81-05	97	5	N	N	202

CREATE

1)	Financial Specialist	00161	02-11	2	5	N	N	202
	Financial Specialist-Senior	00162	02-13	2	5	N	N	202
	Financial Specialist-Advanced	00163	02-15	2	5	N	N	202
2)	Gaming License Program Associate	00140	02-13	2	5	N	N	195
3)	Medical Claims Specialist	00151	02-11	2	5	N	N	202
	Medical Claims Specialist-Senior	00152	02-13	2	5	N	N	202
	Medical Claims Specialist-Advanced	00153	02-15	2	5	N	N	202
4)	Member Finance Specialist	49551	12-64	12	2	N	N	112
	Member Finance Specialist-Senior	49552	12-64	12	2	E	N	112
5)	Transportation Program Coordinator	00180	02-13	2	5	N	N	202
	Transportation Program Coordinator-Advanced	00181	02-15	2	5	N	N	202

MODIFY

6)	Executive Human Resources Manager	10990	81-01	19	1	E	N	001
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Note: Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.