

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT & SELECTION-

**Date:** May 19, 2003

**Locator No:** MRS/SC-153

**Subject:** Classification Plan Changes for Administrative Purposes and Resulting from the WSEU **Blue Collar** Surveys and Negotiated Pay Range Assignments and Reassignments

Pursuant to s. 230.09, Stats., the Secretary of the Department of Employment Relations (DER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is May 18, 2003**, unless otherwise stated.

1. Blue Collar Survey

The Blue Collar Survey was initiated February 14, 2000, and announced in Bulletin CLR/SC-107. This survey was initiated upon the request of state agencies and the Wisconsin State Employees Union (WSEU) based upon their experienced difficulties with classification and compensation issues within this group of classifications. The goals of the survey sought to lessen classification, compensation, recruitment, and/or retention difficulties which agencies may be experiencing.

Classifications included in the Blue Collar Survey were: **Custodian 1-3, Laundry Worker 1-4, Laundry Services Assistant, Laboratory Helper, Laborer, Laborer-Special, Laborer-Lead, Laborer Helper LTE, Tree Pruner, Groundskeeper, Grounds Crew Chief, Greenskeeper, Tugger Coordinator, Produce Gardener, Research Gardener, and Lawn Care Worker**. The non-represented counterpart classifications of Custodial Supervisor 1-2, Laundry Services Supervisor, Laborer Supervisor, and Grounds Supervisor were removed effective May 20, 2001, as a result of the expansion of broadband of these classifications in CLR/SC-130. Approximately 201 audits were performed from the approximately 1700 Blue Collar positions.

Classification simplification was a key result of implementation of the Blue Collar Survey. The new classifications are: **Cemetery Caretaker, Custodian, Custodian Lead, Grounds Crew Lead, Laborer, Laundry Worker, and Laundry Worker Lead**. Additionally, **Gardener, Greenskeeper, Groundskeeper, Research Gardener, Tree Pruner, and Tugger Coordinator** classification specifications were modified as part of DER class plan administration.

2. Reprographics Survey- Partial Implementation

The Reprographics Survey was initiated September 9, 1997, and announced in Bulletin CC/SC-69. The classifications included in the survey were **Bindery Worker 1-3, Offset Press Operator 1-3, Offset Press Shop Supervisor 1-2, Printing Technician 1-3, Printing Technician Supervisor 2-3, Printing Assistant, and Printing Supervisor**. The non-represented counterpart classifications Offset Press Shop Supervisor 1-2, Printing Technician Supervisor 2-3, and Printing Supervisor were removed effective May 20, 2001, as a result of the expansion of broadbanding these classifications as announced in Bulletin CLR/SC-130.

This survey is being partially implemented with the actions described in this bulletin. **Bindery Worker 1-3**, approximately 5 positions, and **Offset Press Operator 1-3**, approximately 20 positions

are impacted. The new classification simplification results in the creation of **Bindery Worker**, **Offset Press Operator**, and **Offset Press Operator Lead** classifications.

3. Locksmith Survey

The Locksmith Survey was initiated September 18, 2000, in CLR/SC-119. The classifications included within the survey were **Locksmith-Entry** and **Locksmith-Journey**, including approximately 30 positions. The survey identified problems with the two listed Locksmith levels. As a result of the survey, the classification specifications were modified, and new pay range reassignments were negotiated.

4. Pay Range reassignments as a result of the collective bargaining process

As a part of contract negotiations, some changes seek to address compensation, recruitment, and retention problems which agencies may be experiencing in regard to these classifications. A number of classification related actions are pay range reassignments resulting from the contract negotiations. The classifications impacted include the **Auto Equipment Technician Entry**, 1 position, the **Cook 1** and **2**, approximately 95 positions, **Laboratory Helper**, 2 positions, **Power Plant Operator**, **Operator In Charge**, **Operator Senior**, and **Power Plant Assistant**, approximately 200 positions, **Seamstress/Seamer 1, 2**, 5 positions, **Tool Crib Coordinator**, 1 position, **Upholsterer**, 10 positions, and **Utility Plant Operator**, 10 positions.

For Numbers 1, 2, 3, and 4 above, DER modified classification specifications for administrative purposes as needed and/or changed Job Group codes or CIC codes. The Department of Administration Central Payroll and UW Central Payroll will automate reallocation notices for the above 1, 2, 3, and 4 changes. Questions may be directed to Tom Sandine at (608) 267-5160.

**Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the DER Web Page is June 9, 2003. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Jan Monica Mason at (608) 267-2156.

**Alphabetical Listing of Classifications:**

The Alphabetical Listing of Classifications (Alpha List) is also available on the DER Web Page at <http://der.state.wi.us/home/dclr/dclr.htm>. 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 Judy Burke at (608) 267-5166 if you have any questions about information contained in the Alpha List.

**Contact Points:**

Questions may also be directed to the appropriate analyst at the DER Fax number (608) 267-1020 or by e-mail at (using the analyst's name) [firstname.lastname@der.state.wi.us](mailto:firstname.lastname@der.state.wi.us).



	91000	03-08	03	8	N	N	999	486
Custodian								
	89161	03-06	03	8	N	N	999	453
Custodian Lead								
	89162	03-08	03	8	N	N	999	453
Grounds Crew Lead								
	90170	03-09	03	8	N	N	999	486
Laborer								
	91300	03-07	03	8	N	N	999	889
Laundry Worker								
	86501	03-06	03	8	N	N	999	748
Laundry Worker Lead								
	86502	03-07	03	8	N	N	999	748
2) Offset Press Operator								
	82201	03-09	03	8	N	N	999	734
Offset Press Operator Lead								
	82202	03-10	03	8	N	N	999	734

Classification		Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
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**MODIFY CLASSIFICATION SPECIFICATION**

1) Tugger Coordinator	91600	03-07	03	8	N	N	999	889
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Classification		Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
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**MODIFY CLASSIFICATION SPECIFICATION AND CHANGE JOB GROUP CODE**

1) Gardener									
<b>OLD</b>	90430	03-08	03	8	N	N		<b>283</b>	486
<b>NEW</b>	90430	03-08	03	8	N	N		<b>999</b>	486
Greenskeeper									
<b>OLD</b>	90470	03-10	03	8	N	N		<b>283</b>	486
<b>NEW</b>	90470	03-10	03	8	N	N		<b>999</b>	486
Groundskeeper									
<b>OLD</b>	91050	03-07	03	8	N	N		<b>283</b>	486
<b>NEW</b>	91050	03-07	03	8	N	N		<b>999</b>	486
Research Gardener									
<b>OLD</b>	90460	03-08	03	8	N	N		<b>283</b>	486
<b>NEW</b>	90460	03-08	03	8	N	N		<b>999</b>	486
Tree Pruner									
<b>OLD</b>	90440	03-08	03	8	N	N		<b>283</b>	486
<b>NEW</b>	90440	03-08	03	8	N	N		<b>999</b>	486

Classification		Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
<b><u>REASSIGN PAY RANGE</u></b>									
4)	Automotive Equipment Technician-Entry								
<b>OLD</b>		83101	<b>03-05</b>	03	5	N	N	301	505
<b>NEW</b>		83101	<b>03-06</b>	03	5	N	N	301	505
	Cook 1								
<b>OLD</b>		84401	<b>03-07</b>	03	8	N	N	253	436
<b>NEW</b>		84401	<b>03-08</b>	03	8	N	N	253	436
	Cook 2								
<b>OLD</b>		84402	<b>03-08</b>	03	8	N	N	999	436
<b>NEW</b>		84402	<b>03-09</b>	03	8	N	N	999	436
	Laboratory Helper								
<b>OLD</b>		91030	<b>03-05</b>	03	8	N	N	999	865
<b>NEW</b>		91030	<b>03-06</b>	03	8	N	N	999	865
	Power Plant Operator								
<b>OLD</b>		77101	<b>03-11</b>	03	7	N	N	400	695
<b>NEW</b>		77101	<b>03-13</b>	03	7	N	N	400	695
	Power Plant Operator-In-Charge								
<b>OLD</b>		77103	<b>03-13</b>	03	7	N	N	400	695
<b>NEW</b>		77103	<b>03-15</b>	03	7	N	N	400	695
	Power Plant Operator-Senior								
<b>OLD</b>		77102	<b>03-12</b>	03	7	N	N	400	695
<b>NEW</b>		77102	<b>03-14</b>	03	7	N	N	400	695
	Power Plant Assistant								
<b>OLD</b>		77000	<b>03-07</b>	03	8	N	N	400	695
<b>NEW</b>		77000	<b>03-09</b>	03	8	N	N	400	695
	Seamstress/Seamer 1								
<b>OLD</b>		88801	<b>03-05</b>	03	8	N	N	381	666
<b>NEW</b>		88801	<b>03-06</b>	03	8	N	N	381	666
	Seamstress/Seamer 2								
<b>OLD</b>		88802	<b>03-06</b>	03	8	N	N	381	666
<b>NEW</b>		88802	<b>03-07</b>	03	8	N	N	381	666
	Upholsterer								
<b>OLD</b>		88910	<b>03-09</b>	03	8	N	N	381	668
<b>NEW</b>		88910	<b>03-10</b>	03	8	N	N	381	668
	Utility Plant Operator								
<b>OLD</b>		77700	<b>03-12</b>	03	8	N	N	400	695
<b>NEW</b>		77700	<b>03-14</b>	03	8	N	N	400	695

Classification		Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
<b><u>REASSIGN PAY RANGE AND CHANGE CIC CODE</u></b>									
	Tool Crib Coordinator								
<b>OLD</b>		91700	<b>03-08</b>	03	8	N	N	213	<b>365</b>
<b>NEW</b>		91700	<b>03-09</b>	03	8	N	N	213	<b>865</b>

Classification	Class	Pay	Unit	EEO	FLSA		Job	CIC
	Code	Range	Code	Cat.	FLSA	LTE Code	Group	Code
<b><u>REASSIGN PAY RANGE and MODIFY CLASSIFICATION SPECIFICATION</u></b>								
3) Locksmith-Entry								
<b>OLD</b>	91301	<b>03-09</b>	03	7	N	N	320	536
<b>NEW</b>	91301	<b>03-10</b>	03	7	N	N	320	536
Locksmith-Journey								
<b>OLD</b>	91302	<b>03-10</b>	03	7	N	N	320	536
<b>NEW</b>	91302	<b>03-11</b>	03	7	N	N	320	536

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

**Effective Date: No. #1, 2, 3, and 4:** May 18, 2003