

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: May 19, 2003

Locator No: MRS-SC-156

Subject: Classification Plan Changes for Administrative Purposes and Resulting from the WSEU **Technical Unit** Negotiated Pay Range Assignments for the Communications Technician, Electronic Technician, and Media Technician Survey and other Negotiated Pay Range Reassignments and Bargaining Unit Reassignment.

Pursuant to s. 230.09, Wis. 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) Communication Technician Survey

The Department of Transportation (DOT) received authority to conduct an agency specific survey for the classification of **Communications Technician 1, 2, 3, and 4** on June 2, 2000. The Communications Technician 1-4 pay ranges were reassigned one pay range level each effective May 21, 2000, CLR/SC-112. The primary reason for the survey is to update the outdated classification specifications. The technology described in the current classification specifications no longer exists and the four levels are not utilized because of the lack of the ability to hire at the entry level. DOT audited several of the 18 included positions. DER completed one audit of a Communications Technician in the interest of comparing these positions with the positions included in the Electronics Technician and Media Technician survey. Pay ranges were agreed to as part of the 2001-2003 contract negotiations and are illustrated below. The Department of Administration Central Payroll will automate reallocation notices.

2) Electronic Technician and Media Technician Survey

As part of contract negotiations, the **Electronic Technician (ET) and Media Technician (MT) Survey** was initiated September 18, 2000, in CLR/SC-120. Classifications included in the survey are **Electronic Technician 1, 2, 3, 4, 5, and 6; Media Technician 1, 2, 3, and 4;** and Electronics Supervisor 1, 2, 3, 4, and 5. The Electronics Supervisor classification was removed from the survey effective May 20, 2001, in Bulletin CLR/SC-130 as a result of broadband expansion of these nonrepresented classifications. The survey goal is to address classification, compensation, recruitment, and retention difficulties which agencies may be experiencing in regard to these classifications.

Agencies were asked to identify problems for the ET classifications. Several agencies that have a small number of ET positions indicated that they do not have any current problems. The agencies that have large numbers of ET positions indicated critical problem areas including inadequate tests and few qualified applicants resulting in recruitment problems. Qualified applicants with work experience did not accept vacancies because of the compensation and the agencies inability to compensate employees for increased knowledge, skills, abilities, and training. Because agencies have hired at the objective level to compensate

entry level applicants, they are left with no future progression for the employees. Agencies are concerned with the difficulty of retaining employees because the private sector repeatedly hires the state’s trained employees. This group of employees is an aging workforce, which will deflate the ET workforce with retirements. The current classification specification no longer adequately described the new technology required.

The predominate issues with the MT problem identification is that of the evolving complexity of equipment and difficulty in recruitment. The positions have become more complex in recent years as a result of the integrated equipment. The highly competitive and small market pool of qualified applicants creates difficulty in recruitment. Applicants are frequently not qualified, indicating that the pay does not attract the qualified work force required to fill these positions.

The breakdown and number of employees originally included in the survey:

| CLASSIFICATION | S/R | NO. |
|--------------------------|------------|------------|
| Electronics Technician 1 | 06-09 | 2 |
| Electronics Technician 2 | 06-10 | 6 |
| Electronics Technician 3 | 06-11 | 14 |
| Electronics Technician 4 | 06-12 | 31 |
| Electronics Technician 5 | 06-13 | 31 |
| Electronics Technician 6 | 06-14 | 13 |
| TOTAL | | 97 |

| CLASSIFICATION | S/R | NO. |
|-----------------------|------------|------------|
| Media Technician 1 | 06-11 | 3 |
| Media Technician 2 | 06-12 | 14 |
| Media Technician 4 | 06-14 | 20 |
| Media Technician 3 | 06-13 | 43 |
| TOTAL | | 80 |

There were a total of 15 audits completed for the ET positions, equaling 15% of the positions. There were a total of 12 audits completed for the MT positions, equaling 15% of the positions.

Recommendations were presented to the Wisconsin State Employees Union on October 5, 2001. The recommendation for ET is to differentiate between four technical areas: (1) ‘Agency’ includes positions located at state agencies responsible for general facility electronics, radio installers for the State Patrol, and traffic signal installers; (2) ‘Security’ includes positions located primarily at the Departments of Correction and Health and Family Services responsible for complex lockup systems; (3) ‘Research’ includes positions located at the University of Wisconsin responsible for assisting students and professors with electronic devices used on research projects and classroom demonstrations; and (4) ‘Specialized’ includes positions located at the University of Wisconsin working with very complex specialized systems located at Stoughton, Astronomy, and the Space Labs. The ‘Agency,’ ‘Security,’ and ‘Research’ classifications have an entry and objective level. The ‘Specialized’ classification has entry, developmental, and objective levels. These levels are based upon the information gathered from market data, audits, and from the agencies and union. Draft classification specifications were provided to agencies and the union.

The MT is a classification structure of three levels, an entry, developmental, and objective level, based upon the information gathered by audits, from the agencies and union, and market

data gathered from competitive TV stations in this area. Draft classification specifications were provided to agencies and the union.

Through the process of negotiating pay range assignments for new classifications, an agreement was reached as follows:

| CLASSIFICATION | S/R |
|--|-------|
| Electronic Technician Agency | 06-13 |
| Electronic Technician Agency-Senior | 06-14 |
| Electronic Technician Security | 06-13 |
| Electronic Technician Security-Senior | 06-14 |
| Electronic Technician Research | 06-13 |
| Electronic Technician Research-Senior | 06-14 |
| Electronic Technician Specialized | 06-13 |
| Electronic Technician Specialized-Intermediate | 06-14 |
| Electronic Technician Specialized-Advanced | 06-15 |
| Electronic Technician Media | 06-12 |
| Electronic Technician Media-Intermediate | 06-13 |
| Electronic Technician Media-Senior | 06-14 |

The -Senior or -Advanced level is the objective level for each respective classification series. The Reallocation notifications will be automated by agencies completing a payroll worksheet.

3) Classification abolished and created

As part of classification plan administration, DER is abolishing **Diagnostic Radiologic Technician 1, 2, 3, and 4**, and creating, along with a negotiated pay range assignment, **Diagnostic Radiologic Technician-Entry, -Objective, and -Advanced**. Reallocation notification will be automated.

4) Classifications Created

As part of classification plan administration, DER is creating along with negotiated pay range assignments for: **Computer Printing Technician Lead and Forensic Program Technician and -Senior**.

5) Bargaining Unit Reassignment

As part of contract negotiations, the **Chemical Test Coordinator 1 and 2** classification is reassigned from the law enforcement bargaining unit to the technical bargaining unit. DER changed the Unit Code, EEO Category code and Job Group code for administrative purposes.

6) Pay Range Reassignments

As part of contract negotiations, the following changes address classification, compensation, recruitment, and retention problems that agencies experience. Pay range reassignments were negotiated for the **Dental Hygienist; Electroencephalograph Technician 1 and 2; Laboratory Sample Control and Receiving Technician-Objective and -Senior; Laboratory Animal Technician 1, 2, and 3; Licensed Practical Nurse 1 and 2, Medical Laboratory Technician-Entry and -Objective; Mortician; Ocular Photography Technician; Pharmacy Technician-Entry and -Objective; Phlebotomist-Entry and -Objective; Physical Therapy Assistant-Entry and -Objective; Ultrasound Technician; and Veterinary Technician 1, 2, and 3**. Reallocation notification will be automated.

7) Pay Range Reassignments and Class Code Changes

As part of contract negotiations, the following changes address classification, compensation, recruitment, and retention problems that agencies experience. Pay range reassignments were negotiated for the **Medical Assistant 1 and 2, Occupational Therapy Assistant-Entry and -Objective, Physical Therapy Assistant-Entry and -Objective, and Respiratory Therapist 1, 2, 3, 4, and 5.** DER changed the class codes for administrative purposes.

A comprehensive list of numbers 1, 2, 3, 4, 5, 6, and 7 changes can be found below, including administrative changes such as class codes or CIC codes. The Department of Administration Central Payroll and UW Central Payroll will automate reallocation notices for the changes in numbers 3, 4, 5, 6, and 7. The changes to numbers 1 and 2 can be automated upon the agencies completion of a worksheet. 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.

Leean White, Bureau of Agency Services
Division of Merit Recruitment and Selection

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

ABOLISH

| | | | | | | | | |
|--------------------------------|-------|-------|----|---|---|---|-----|-----|
| 1) Communications Technician 1 | 81301 | 06-12 | 06 | 3 | N | N | 127 | 228 |
| Communications Technician 2 | 81302 | 06-13 | 06 | 3 | N | N | 127 | 228 |
| Communications Technician 3 | 81303 | 06-14 | 06 | 3 | N | N | 127 | 228 |
| Communications Technician 4 | 81304 | 06-15 | 06 | 3 | N | N | 127 | 228 |

| | | | | | | | | |
|----|---|-------|----|---|---|---|-----|-----|
| | 93061 | 06-13 | 06 | 3 | N | N | 140 | 213 |
| | Electronics Technician Research-Senior | | | | | | | |
| | 93062 | 06-14 | 06 | 3 | N | N | 140 | 213 |
| | Electronics Technician Security | | | | | | | |
| | 93071 | 06-13 | 06 | 3 | N | N | 140 | 213 |
| | Electronics Technician Security-Senior | | | | | | | |
| | 93072 | 06-14 | 06 | 3 | N | N | 140 | 213 |
| | Electronics Technician Specialized | | | | | | | |
| | 93161 | 06-13 | 06 | 3 | N | N | 140 | 213 |
| | Electronics Technician Specialized-Intermediate | | | | | | | |
| | 93162 | 06-14 | 06 | 3 | N | N | 140 | 213 |
| | Electronics Technician Specialized-Advanced | | | | | | | |
| | 93163 | 06-15 | 06 | 3 | N | N | 140 | 213 |
| 3) | Diagnostic Radiologic Technician-Entry | | | | | | | |
| | 35601 | 06-14 | 06 | 3 | N | N | 134 | 206 |
| | Diagnostic Radiologic Technician-Objective | | | | | | | |
| | 35602 | 06-15 | 06 | 3 | N | N | 134 | 206 |
| | Diagnostic Radiologic Technician-Advanced | | | | | | | |
| | 35603 | 06-16 | 06 | 3 | N | N | 134 | 206 |
| 4) | Forensic Program Technician | | | | | | | |
| | 35671 | 06-09 | 06 | 3 | N | N | 147 | 225 |
| | Forensic Program Technician-Senior | | | | | | | |
| | 35672 | 06-10 | 06 | 3 | N | N | 147 | 225 |

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

CHANGE IN BARGAINING UNIT AND RELATED CODES

| | | | | | | | | |
|------------|-----------------------------|--------------|-----------|----------|---|---|------------|-----|
| 5) | Chemical Test Coordinator 1 | | | | | | | |
| OLD | 64001 | 36-12 | 36 | 4 | N | N | 147 | 224 |
| NEW | 64001 | 06-14 | 06 | 3 | N | N | 140 | 224 |
| | Chemical Test Coordinator 2 | | | | | | | |
| OLD | 64002 | 36-13 | 36 | 4 | N | N | 147 | 224 |
| NEW | 64002 | 06-15 | 06 | 3 | N | N | 140 | 224 |

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

REASSIGN PAY RANGE

| | | | | | | | | |
|------------|------------------------------------|--------------|----|---|---|---|-----|-----|
| 6) | Dental Hygienist | | | | | | | |
| OLD | 40200 | 06-16 | 06 | 3 | N | N | 134 | 204 |
| NEW | 40200 | 06-17 | 06 | 3 | N | N | 134 | 204 |
| | Electroencephalograph Technician 1 | | | | | | | |
| OLD | 35131 | 06-10 | 06 | 3 | N | N | 134 | 208 |
| NEW | 35131 | 06-13 | 06 | 3 | N | N | 134 | 208 |
| | Electroencephalograph Technician 2 | | | | | | | |
| OLD | 35132 | 06-11 | 06 | 3 | N | N | 134 | 208 |
| NEW | 35132 | 06-13 | 06 | 3 | N | N | 134 | 208 |

| | | | | | | | | |
|------------|--|--------------|----|---|---|---|-----|-----|
| | Laboratory Sample Control & Receiving Technician-Objective | | | | | | | |
| OLD | 34661 | 06-08 | 06 | 3 | N | N | 147 | 223 |
| NEW | 34661 | 06-09 | 06 | 3 | N | N | 147 | 223 |
| | Laboratory Sample Control & Receiving Technician-Senior | | | | | | | |
| OLD | 34662 | 06-09 | 06 | 3 | N | N | 147 | 223 |
| NEW | 34662 | 06-10 | 06 | 3 | N | N | 147 | 223 |
| | Laboratory Animal Technician 1 | | | | | | | |
| OLD | 34161 | 06-06 | 06 | 3 | N | N | 283 | 487 |
| NEW | 34161 | 06-07 | 06 | 3 | N | N | 283 | 487 |
| | Laboratory Animal Technician 2 | | | | | | | |
| OLD | 34162 | 06-07 | 06 | 3 | N | N | 283 | 487 |
| NEW | 34162 | 06-08 | 06 | 3 | N | N | 283 | 487 |
| | Laboratory Animal Technician 3 | | | | | | | |
| OLD | 34163 | 06-09 | 06 | 3 | N | N | 283 | 487 |
| NEW | 34163 | 06-10 | 06 | 3 | N | N | 283 | 487 |
| | Licensed Practical Nurse 1 | | | | | | | |
| OLD | 38511 | 06-11 | 06 | 3 | N | N | 134 | 207 |
| NEW | 38511 | 06-13 | 06 | 3 | N | N | 134 | 207 |
| | Licensed Practical Nurse 2 | | | | | | | |
| OLD | 38512 | 06-12 | 06 | 3 | N | N | 134 | 207 |
| NEW | 38512 | 06-13 | 06 | 3 | N | N | 134 | 207 |
| | Medical Laboratory Technician-Entry | | | | | | | |
| OLD | 34801 | 06-09 | 06 | 3 | N | N | 134 | 203 |
| NEW | 34801 | 06-10 | 06 | 3 | N | N | 134 | 203 |
| | Medical Laboratory Technician-Objective | | | | | | | |
| OLD | 34802 | 06-10 | 06 | 3 | N | N | 134 | 203 |
| NEW | 34802 | 06-11 | 06 | 3 | N | N | 134 | 203 |
| | Mortician | | | | | | | |
| OLD | 35670 | 06-11 | 06 | 3 | N | N | 147 | 235 |
| NEW | 35670 | 06-12 | 06 | 3 | N | N | 147 | 235 |
| | Ocular Photography Technician | | | | | | | |
| OLD | 35200 | 06-08 | 06 | 3 | N | N | 147 | 225 |
| NEW | 35200 | 06-09 | 06 | 3 | N | N | 147 | 225 |
| | Pharmacy Technician-Entry | | | | | | | |
| OLD | 36401 | 06-07 | 06 | 3 | N | N | 134 | 208 |
| NEW | 36401 | 06-09 | 06 | 3 | N | N | 134 | 208 |
| | Pharmacy Technician-Objective | | | | | | | |
| OLD | 36402 | 06-08 | 06 | 3 | N | N | 134 | 208 |
| NEW | 36402 | 06-10 | 06 | 3 | N | N | 134 | 208 |
| | Phlebotomist - Entry | | | | | | | |
| OLD | 35461 | 06-09 | 06 | 3 | N | N | 134 | 446 |
| NEW | 35461 | 06-11 | 06 | 3 | N | N | 134 | 446 |
| | Phlebotomist – Objective | | | | | | | |
| OLD | 35462 | 06-10 | 06 | 3 | N | N | 134 | 446 |
| NEW | 35462 | 06-11 | 06 | 3 | N | N | 134 | 446 |
| | Ultrasound Technician | | | | | | | |
| OLD | 35060 | 06-16 | 06 | 3 | N | N | 134 | 203 |
| NEW | 35060 | 06-18 | 06 | 3 | N | N | 134 | 203 |
| | Veterinary Technician 1 | | | | | | | |
| OLD | 35301 | 06-10 | 06 | 3 | N | N | 147 | 223 |
| NEW | 35301 | 06-11 | 06 | 3 | N | N | 147 | 223 |
| | Veterinary Technician 2 | | | | | | | |

| | | | | | | | | |
|-------------------------|-------|--------------|----|---|---|---|-----|-----|
| OLD | 35302 | 06-11 | 06 | 3 | N | N | 147 | 223 |
| NEW | 35302 | 06-12 | 06 | 3 | N | N | 147 | 223 |
| Veterinary Technician 3 | | | | | | | | |
| OLD | 35303 | 06-12 | 06 | 3 | N | N | 147 | 223 |
| NEW | 35303 | 06-13 | 06 | 3 | N | N | 147 | 223 |

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

REASSIGN PAY RANGE AND CLASS CODE

| | | | | | | | | |
|--|--------------|--------------|----|---|---|---|-----|-----|
| 7) Medical Assistant 1 | | | | | | | | |
| OLD | 35631 | 06-08 | 06 | 3 | N | N | 134 | 203 |
| NEW | 35661 | 06-09 | 06 | 3 | N | N | 134 | 203 |
| Medical Assistant 2 | | | | | | | | |
| OLD | 35632 | 06-09 | 06 | 3 | N | N | 134 | 203 |
| NEW | 35662 | 06-10 | 06 | 3 | N | N | 134 | 203 |
| Occupational Therapy Assistant–Entry | | | | | | | | |
| OLD | 39831 | 06-10 | 06 | 3 | N | N | 262 | 446 |
| NEW | 39801 | 06-11 | 06 | 3 | N | N | 262 | 446 |
| Occupational Therapy Assistant–Objective | | | | | | | | |
| OLD | 39832 | 06-12 | 06 | 3 | N | N | 262 | 446 |
| NEW | 39802 | 06-13 | 06 | 3 | N | N | 262 | 446 |
| Physical Therapy Assistant–Entry | | | | | | | | |
| OLD | 39841 | 06-10 | 06 | 3 | N | N | 262 | 446 |
| NEW | 39861 | 06-11 | 06 | 3 | N | N | 262 | 446 |
| Physical Therapy Assistant-Objective | | | | | | | | |
| OLD | 39842 | 06-12 | 06 | 3 | N | N | 262 | 446 |
| NEW | 39862 | 06-13 | 06 | 3 | N | N | 262 | 446 |
| Respiratory Therapist 1 | | | | | | | | |
| OLD | 35951 | 06-12 | 06 | 3 | N | N | 066 | 098 |
| NEW | 35901 | 06-13 | 06 | 3 | N | N | 066 | 098 |
| Respiratory Therapist 2 | | | | | | | | |
| OLD | 35952 | 06-13 | 06 | 3 | N | N | 066 | 098 |
| NEW | 35902 | 06-14 | 06 | 3 | N | N | 066 | 098 |
| Respiratory Therapist 3 | | | | | | | | |
| OLD | 35953 | 06-14 | 06 | 3 | N | N | 066 | 098 |
| NEW | 35903 | 06-15 | 06 | 3 | N | N | 066 | 098 |
| Respiratory Therapist 4 | | | | | | | | |
| OLD | 35954 | 06-15 | 06 | 3 | N | N | 066 | 098 |
| NEW | 35904 | 06-16 | 06 | 3 | N | N | 066 | 098 |
| Respiratory Therapist 5 | | | | | | | | |
| OLD | 35955 | 06-16 | 06 | 3 | N | N | 066 | 098 |
| NEW | 35905 | 06-17 | 06 | 3 | N | N | 066 | 098 |

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, 4, 5, 6 and 7: May 18, 2003