

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: June 16, 2003

Subject: Miscellaneous Classification Plan Changes

Locator No: MRS-SC-163

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 June 15, 2003**, unless otherwise stated.

1. *Abolish* the **Badger Challenge Counselor LTE** classification **effective June 15, 2003**, as it is no longer needed. Reallocation notices are not required for this action. Questions may be directed to Judy Burke at (608) 267-5166.
2. *Abolish* the **Badger Challenge Deputy Director LTE** classification **effective June 15, 2003**, as it is no longer needed. Reallocation notices are not required for this action. Questions may be directed to Judy Burke at (608) 267-5166.
3. *Abolish* the **Badger Challenge Program Coordinator LTE** classification **effective June 15, 2003**, as it is no longer needed. Reallocation notices are not required for this action. Questions may be directed to Judy Burke at (608) 267-5166.
4. *Abolish* the **Badger Challenge Program Manager** classification **effective June 15 2003**, as it is no longer needed. Reallocation notices are not required for this action. Questions may be directed to Judy Burke at (608) 267-5166.
5. *Abolish* the **Laborer-Helper LTE** classification **effective June 15, 2003**, as it is no longer needed. Reallocation notices are not required for this action. Questions may be directed to Judy Burke at (608) 267-5166.
6. *Create* the **Corrections Communications Supervisor** classification **effective June 15, 2003**, to identify the supervisory positions at the Department of Corrections, Division of Community Corrections, Electronic Monitoring Center that were previously classified as Program Support Supervisor-DOC. The agency will process manual reallocations to implement this classification action. Questions may be directed to Kris Chilsen at (608) 266-7569.
7. *Create* the **DHFS Youth Policy Director** classification **effective June 15, 2003**, to describe the single career executive position within the Department of Health and Family Services, Division of Public Health, responsible for leading strategic planning and policy initiatives to upgrade mental health and development and lifestyle decision-making for youth. No reallocation notices are required, as the position is currently vacant. Questions may be directed to Leean White at (608) 267-0344.

8. *Create the **Military Affairs Security Guard Supervisor** classification effective June 15, 2003, at the request of the Department of Military Affairs in order to describe positions located at the Department of Military Affairs that supervise Military Affairs Security Guards. The agency will process manual reallocations to implement this classification action. Questions may be directed to Kris Chilsen at (608) 266-7569.*
9. *Modify the **Health Care Financing Manager** classification specification effective June 15, 2003, to include an allocation describing the Associate Administrator positions created at the Department of Health and Family Services. The DH&FS will process reallocation notices for this classification action. Questions may be directed to Judy Burke at (608) 267-5166.*
10. *Modify the **Human Services Manager** classification specification effective June 15, 2003, to include the Associate Administrator position created as a result of the reorganization at the Department of Health and Family Services creating the Division of Disability and Elder Services. The DH&FS will process reallocation notices for this classification action. Questions may be directed to Judy Burke at (608) 267-5166.*
11. *Reassign the pay band for the **IS Professional-Senior Confidential** classification effective June 1, 2003, to accommodate the elimination of pay schedule 70 in the Compensation Plan. Reallocation notices will be automated by DOA Central Payroll and UW Processing Center. Questions may be directed to Judy Burke at (608) 267-5166.*
12. *Reassign the pay band for the **IS Supervisor 1** classification effective June 1, 2003, to accommodate the elimination of pay schedule 70 in the Compensation Plan. Reallocation notices will be automated by DOA Central Payroll and UW Processing Center. Questions may be directed to Judy Burke at (608) 267-5166.*
13. *Correct the error: Bulletin MRS-SC-161 identified incorrect titles for the **Employment and Training Analyst** classification series effective May 18, 2003. The corrected information follows below. The Department of Workforce Development will process manual reallocation forms to correct this error. Questions may be directed to Judy Burke at (608) 267-5166.*
14. *Correct the error: Bulletin MRS-SC-158 identified incorrect FLSA codes for **Revenue Auditor 3-6** and **Revenue Agent 4**. These classifications were identified as nonexempt when they should have been identified as exempt. These administrative errors are now corrected with publication of this bulletin. The Alphabetical Listing of Classifications identified the correct FLSA status codes for these classifications. No further action needs to be taken. Questions may be directed to Wil Mickelson at (608) 266-0714.*

Internet Availability:

The target date for the availability of classification specifications from this bulletin on the DER Web Page is June 30, 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/alpha.lst.xls>. 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) 267-2411 or by e-mail at (using the analyst's name) firstname.lastname@der.state.wi.us.

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

Classification					FLSA			
Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group	CIC Code	
<u>ABOLISH</u>								
1) Badger Challenge Counselor LTE	94151 18-00	99	5	N	N	000	000	
2) Badger Challenge Deputy Director LTE	94152 18-00	99	1	N	N	000	000	
3) Badger Challenge Program Coordinator LTE	94154 18-00	99	5	N	N	000	000	
4) Badger Challenge Program Manager	48140 81-03	18	2	E	N	019	022	
5) Laborer Helper LTE	94510 18-00	99	8	N	N	000	000	

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

CREATE

6)	Corrections Communications Supervisor	66120	81-04	16	5	E	N	187	303
7)	DHFS Youth Policy Director	09840	81-02	18	2	E	N	003	026
8)	Military Affairs Security Guard Supervisor	65520	81-04	16	4	E	N	247	415

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

MODIFY

9)	Health Care Financing Manager	03750	81-01	19	1	E	N	001	005
10)	Human Services Manager	07590	81-01	19	1	E	N	001	005

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

REASSIGN PAY BAND

11)	IS Professional-Senior Confidential								
OLD		16803	70-01	99	2	E	N	043	064
NEW		16803	81-03	99	2	E	N	043	064
12)	IS Supervisor 1								
OLD		13521	70-01	16	2	E	N	043	064
NEW		13521	81-03	16	2	E	N	043	064

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

CORRECTION OF ERROR

13)									
OLD	Employment & Training Analyst-Entry	48361	12-07	12	2	E	N	020	027
NEW	Employment & Training Analyst	48361	12-07	12	2	E	N	020	027

OLD Employment & Training Analyst-Objective

48362 12-08 12 2 E N 020 027

NEW Employment & Training Analyst-Advanced

48362 12-08 12 2 E N 020 027

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

Effective Date: No. 1-12: June 15, 2003

No. 13: June 1, 2003

No. 14: May 18, 2003