

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: September 8, 2003

Subject: Miscellaneous Classification Plan Changes

Locator No: OSER-0002- MRS-SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is September 7, 2003**, unless otherwise stated.

1. *Abolish* the **Special Assistant to the Secretary for Policy Development** classification **effective September 7, 2003**, because the Department of Transportation no longer uses this classification. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
2. *Create* the **IS Enterprise Specialist – Confidential and IS Enterprise Consultant – Confidential** classifications **effective September 7, 2003**, to identify professional IS positions within the Department of Administration that perform confidential duties. The agency will process manual reallocations to implement this action. Questions may be directed to Wil Mickelson at (608) 266 0714.
3. *Modify* the **Trust Funds Director** classification **effective September 7, 2003**, to add an allocation for the Director of Strategic Health Policy. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266 0714.
4. *Correct the Error.* Bulletin MRS-SC-165, **effective August 11, 2003**, identified an incorrect classification title for MDS Coordinator. The correct title should be **Minimum Data Set (MDS) Coordinator**. No further action needs to be taken. Questions may be directed to Diane Siegler at (608) 267-0408.

Internet Availability:

The target date for the availability of classification specifications from this bulletin on the OSER Web Page is September 22, 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 Debra Bower at (608) 267-5162.

Alphabetical Listing of Classifications:

The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER Web Page at <http://osер.state.wi.us/home/alpha1st.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 Wil Mickelson at (608) 266-0714 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 OSER Fax number (608) 267-2411 or by e-mail at (using the analyst's name) firstname.lastname@osер.state.wi.us.

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

ABOLISH

1) Special Assistant to the Secretary for Policy Development
09600 81-01 19 1 E N 001 005

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

CREATE

2) IS Enterprise Specialist - Confidential
14110 70-02 99 2 E N 043 064
* This class will be assigned to appointment max 1

IS Enterprise Consultant - Confidential
14210 70-02 99 2 E N 043 064
* This class will be assigned to appointment max 2

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

MODIFY

3) Trust Funds Director
08650 81-02 98 2 E N 003 027

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

CORRECTION OF ERROR

4)
OLD MDS COORDINATOR
38200 11-09 11 2 E N 063 105
NEW MINIMUM DATA SET (MDS) COORDINATOR
38200 11-09 11 2 E N 063 105

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

Effective Date: Nos. 1-3: September 7, 2003
No. 4: August 11, 2003