

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN -

**Date:** October 6, 2003

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0003-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 October 5, 2003**, unless otherwise stated.

1. *Abolish* the **Forensic Specialist and Forensic Services Supervisor** classifications, **effective October 5, 2003**. The functions described in these classifications are being incorporated into the Social Services Specialist and Social Services Supervisor classification series, (See #6 below). The agency will process the manual reallocations for the positions affected by these classification actions. Questions may be directed to Kris Chilsen at (608) 266-7569.
2. *Abolish* the **UW System Grants and Contracts Coordinator** classification **effective October 5, 2003**, because the classification is no longer used. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
3. *Modify* the **DOT Manager** classification specification **effective October 5, 2003**, to remove references to deputy administrators and deputy bureau directors. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
4. *Modify* the **Employment and Training Analyst** classification specification, **effective October 5, 2003**, to reflect the level of supervision at both levels in the series as being general. Reallocation notices are not required for these actions. Questions may be directed to Kris Chilsen at (608) 266-7569.
5. *Modify* the **Executive Human Resources Manager, Executive Human Resources Officer, and Executive Human Resources Specialist** classification specifications **effective October 5, 2003**, to reflect current responsibilities at the Office of State Employment Relations. Questions may be directed to Judy Burke at (608) 267-5166.
6. *Modify* the **Labor Relations Manager and Labor Relations Specialist** classification specifications **effective October 5, 2003**, to reflect current responsibilities at the Office of State Employment Relations. Questions may be directed to Judy Burke at (608) 267-5166.
7. *Modify* the **Records/Forms Management Specialist - Senior** classification specification **effective October 5, 2003**, to add allocations for two positions at the Department of Health & Family Services. Questions may be directed to Tammy Haack at (608) 266-8232.
8. *Modify* the **Social Services Specialist 1, 2 and Social Services Supervisor** classification specifications, **effective October 5, 2003**, to reflect organizational changes and more specifically

identify positions formerly classified as Forensic Services Specialist performing similar duties in the administration of forensic planning, development and evaluation services, or positions formerly classified as Forensic Services Supervisor responsible for the supervision of forensic social work staff. The Department of Health & Family Services will process reallocation notices for the positions affected by these classification actions. Questions may be directed to Kris Chilsen at (608) 266-7569.

**Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER Web Page is October 20, 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://oser.state.wi.us/home/alphalst.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@oser.state.wi.us](mailto:firstname.lastname@oser.state.wi.us).

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

**Classification****FLSA**

	<b>Class Code</b>	<b>Pay Range</b>	<b>Unit Code</b>	<b>EEO Cat.</b>	<b>FLSA</b>	<b>LTE Code</b>	<b>Job Group</b>	<b>CIC Code</b>
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**ABOLISH**

1)	Forensic Specialist	50270	12-07	12	2	E	N	112	174
	Forensic Services Supervisor	50280	81-03	12	2	E	N	112	174
2)	UW System Grants and Contracts Coordinator	04070	07-03	07	2	E	N	019	026

	<b>Class Code</b>	<b>Pay Range</b>	<b>Unit Code</b>	<b>EEO Cat.</b>	<b>FLSA</b>	<b>LTE Code</b>	<b>Job Group</b>	<b>CIC Code</b>
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**MODIFY**

3)	DOT Manager	24050	81-01	19	1	E	N	001	022
4)	Employment and Training Analyst	48361	12-07	12	2	E	N	020	027
	Employment and Training Analyst-Advanced	48362	12-08	12	2	E	N	020	027
5)	Executive Human Resources Manager	10990	81-01	19	1	E	N	001	008
	Executive Human Resources Officer	10970	81-02	99	2	E	N	020	027
	Executive Human Resources Specialist	10902	81-04	99	2	N	N	020	027
	Executive Human Resources Specialist-Senior	10903	81-03	99	2	E	N	020	027
	Executive Human Resources Specialist-Advanced	10904	81-03	99	2	E	N	020	027
6)	Labor Relations Manager	11240	81-01	18	1	E	N	020	027
	Labor Relations Specialist	11211	81-03	99	2	M	N	020	027
7)	Records/Forms Management Specialist- Senior	05762	07-03	07	02	M	N	019	026
8)	Social Services Specialist 1	51871	12-06	12	2	E	N	112	174
	Social Services Specialist 2	51872	12-07	12	2	E	N	112	174
	Social Services Supervisor	51820	81-03	17	2	E	N	112	174

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

**Effective Date: No. 1-8: October 5, 2003**