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.

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

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Pay Range</th>
<th>Unit Code</th>
<th>EEO Cat.</th>
<th>FLSA</th>
<th>LTE Code</th>
<th>Job Group</th>
<th>CIC Code</th>
</tr>
</thead>
</table>

### 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

### 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