

# DOA – DIVISION OF PERSONNEL MANAGEMENT

## COMPENSATION AND LABOR RELATIONS BULLETIN

**Date:** August 09, 2015

**Locator No:** DPM-0404-CC/SC

**Subject:** Financial Specialist Survey Implementation,  
State Patrol Trooper/Inspector Survey  
Implementation, Miscellaneous Classification  
Plan Changes

Pursuant to s. 230.09, Wis. Stats., the Administrator of the Division of Personnel Management (DPM) has approved the classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is August 9, 2015**, unless otherwise stated.

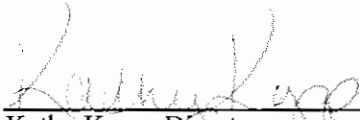
- 1) *Abolish* the **Financial Specialist Supervisor** classification as it is no longer used by any agency and as part of the implementation of the Financial Specialist Survey. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 2) *Abolish* the **Migrant Labor Inspector** classification for the Department of Workforce Development as that classification is no longer being used by the agency, and no future use is planned. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 3) *Abolish* the **Health Services Specialist 1 and 2** classifications and *create* the **Health Services Specialist** classification for the Department of Health Services to collapse the levels into one classification and as part of the broadbanding of this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and affected agencies will notify employees. Questions may be directed to Dianna McNall at (608) 266-8232.
- 4) *Abolish* the **Social Services Specialist 1 and 2** classification series and *create* the **Social Services Specialist** classification to collapse the levels into one classification and as part of the broadbanding of this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and affected agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 5) *Abolish* the **State Patrol Inspector** classification specification and *create* the **State Patrol Inspector** classification series for the Department of Transportation to create a multiple level classification series. Upon implementation of the classification series, incumbents of positions will be placed at the appropriate classification level based on their adjusted continuous service date. All future entrances into this classification series, and/or progression through it, will be based solely on the “sworn law enforcement training and experience within the Division of State Patrol” of the incumbent, as stated within the classification specification. Reallocations for this classification action will be processed by the Department of Transportation, and notices of this transaction will be issued by the Department to affected positions. Questions may be directed to Dianna McNall at (608) 266-8232.
- 6) *Abolish* the **State Patrol Trooper** classification specification and *create* the **State Patrol Trooper** classification series for the Department of Transportation to create a multiple level classification series. Upon implementation of the classification series, incumbents of positions will be placed at the appropriate classification level based on their adjusted continuous service date. All future entrances into this classification series, and/or progression through it, will be based solely on the “sworn law enforcement training and experience within the Division of State Patrol” of the incumbent, as stated within the classification specification. Reallocations for this classification action will be processed by the Department of Transportation, and notices of this transaction will be issued by the Department to affected positions. Questions may be directed to Dianna McNall at (608) 266-8232.
- 7) *Abolish* the **Income Maintenance Specialist 1 and 2** classification series and *create* the **Income Maintenance Specialist** classification series for the Department of Health Services to collapse the levels into one classification and as part of the broadbanding of this classification. *Reassign the pay range of Income Maintenance Specialist-*

- Advanced** from 12-07 to 12-63. Reallocations for this classification action will be processed by DOA Central Payroll, and affected agencies will notify employees. Questions may be directed to Dianna McNall at (608) 266-8232.
- 8) *Abolish* the **Social Worker-Clinical** classification and *create* the **Social Worker-Advanced** and **Social Worker-Clinical** levels within the Social Worker Classification Series. *Modify* the **Social Worker** classification series to update the inclusion language, definition language and qualification sections of the specification and *reassign the pay range* of **Social Worker** from 12-06 to 12-64 and **Social Worker-Senior** from 12-08 to 12-63 as part of the broadbanding of this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and affected agencies will notify employees. Questions may be directed to Dianna McNall at (608) 266-8232.
  - 9) *Abolish* the **Client Services Specialist – Entry** classification for the State Public Defender’s Office and *modify* the **Client Services Specialist** classification series to update the language to better define the positions. *Reassign the pay range* of the **Client Services Specialist-Objective** from 12-05 to 12-64 and **Client Services Specialist-Advanced** from 12-07 to 12-63 to broadband this classification series. Reallocations for this classification action will be processed by DOA Central Payroll, and affected agencies will notify employees. Questions may be directed to Dianna McNall at (608) 266-8232.
  - 10) *Abolish* the **Deaf and Hard of Hearing Specialist-Objective** classification for the Department of Health Services and *modify* the **Deaf and Hard of Hearing Specialist** classification series to update the definition language. *Reassign the pay range* of the **Deaf and Hard of Hearing Specialist-Entry** from 12-04 to 12-64 and **Deaf and Hard of Hearing Specialist-Senior** from 12-07 to 12-63 to broadband this classification series. Reallocations for this classification action will be processed by DOA Central Payroll, and affected agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
  - 11) *Modify* the **Corrections Program Specialist** classification for the Department of Corrections and Department of Health Services to update the allocations and *reassign the pay range* from 12-08 to 12-63 to broadband this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and affected Agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
  - 12) *Modify* the **Disability Claims Reviewer** classification for the Department of Health Services to update the definition language and remove the representative position. *Reassign pay range* from 12-08 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and affected Agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
  - 13) *Modify* the **Disability Claims Specialist** classification for the Department of Health Services to remove allocation patterns and representative positions from the classification specification. *Reassign pay range* from 12-09 to 12-63 to broadband this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and affected Agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
  - 14) *Modify* the **Medigap Insurance Specialist** classification for the Board on Aging and Long Term Care to update the definition language. *Reassign pay range* from 12-05 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and affected Agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
  - 15) *Modify* the **Medigap Insurance Specialist Lead** classification for the Department of Administration to update the definition language. *Reassign pay range* from 12-07 to 12-63 to broadband this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and affected Agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.

- 16) *Modify* the **Ombudsman Services Specialist** classification for the Board on Aging and Long Term Care on to update the inclusion and definition language. *Reassign pay range* from 12-07 to 12-63 to broadband this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and affected Agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 17) *Modify* the **Executive Human Resources Manager** classification specification for the Department of Administration, Division of Personnel Management, to update the representative positions and to reflect the merging of OSER into the Division of Personnel Management, Department of Administration. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 18) *Modify* the **Executive Human Resources Officer** classification specification for the Department of Administration, Division of Personnel Management, to update the general specification language, add an additional allocation pattern and to reflect the merging of OSER into the Division of Personnel Management, Department of Administration. There are no reallocations necessary for this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 19) *Modify* the **Executive Human Resources Specialist** classification series for the Department of Administration, Division of Personnel Management, to update general specification language, add additional allocation patterns and to reflect the merging of OSER into the Division of Personnel Management, Department of Administration. There are no reallocations necessary for this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 20) *Modify* the **Executive Equal Opportunity Specialist** classification series for the Department of Administration, Division of Personnel Management, to update general specification language and to reflect the merging of OSER into the Division of Personnel Management, Department of Administration. There are no reallocations necessary for this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 21) *Modify* the **Financial Specialist Program Supervisor** classification to update the exclusion language and definition language as a result of the implementation of the Financial Specialist Survey and to incorporate some duties previously defined in the Financial Specialist Supervisor classification, which is abolished in this bulletin. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 22) *Reassign pay range* of the **Child Care Subsidy Specialist** from 12-04 to 12-64, **Child Care Subsidy Specialist–Objective** from 12-05 to 12-64, **Child Care Specialist–Senior** from 12-06 to 12-64 and **Child Care Subsidy Specialist–Advanced** from 12-07 to 12-63 for the Department of Health Services and to broadband this classification series. Reallocations for this classification action will be processed by DOA Central Payroll, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 23) *Reassign pay range* of the **Disability Determination–Entry** from 12-06 to 12-64 and **Disability Determination–Objective** from 12-07 to 12-64 for the Department of Health Services and to broadband this classification series. Reallocations for this classification action will be processed by DOA Central Payroll, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 24) *Reassign pay range* of the **Rehabilitation Case Coordinator** from 12-06 to 12-64 for the Department of Health Services to broadband this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is August 14, 2015. This is the only notification BCLR will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Peter Flood at (608) 266-8149.

**Alphabetical Listing of Classifications:** The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at <http://oser.state.wi.us/docview.asp?docid=1425>. 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 Peter Flood at (608) 266-8149 if you have any questions about information contained in the Alpha List.



---

Kathy Kopp, Director  
Bureau of Compensation & Labor Relations

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

**ABOLISH**

1)	Financial Specialist Supervisor	00320	81-04	16	2	E	N	004
2)	Migrant Labor Inspector	73801	05-13	5	4	N	N	025
3)	Health Services Specialist 1	51301	12-04	12	2	E	N	112
	Health Services Specialist 2	51302	12-05	12	2	E	N	112
4)	Social Services Specialist 1	51871	12-06	12	2	E	N	112
	Social Services Specialist 2	51872	12-07	12	2	E	N	112
5)	State Patrol Inspector	65960	63-40	63	4	N	N	247
6)	State Patrol Trooper	65900	63-40	63	4	N	N	247
7)	Income Maintenance Specialist 1	54201	12-04	12	2	N	N	112
	Income Maintenance Specialist 2	54202	12-05	12	2	N	N	112
8)	Social Worker-Clinical	51800	12-09	12	2	E	N	112
9)	Client Services Specialist-Entry	50671	12-04	12	2	N	N	112
10)	Deaf and Hard of Hearing Specialist-Objective	53002	12-05	12	2	E	N	112

**CREATE**

3)	Health Services Specialist	51303	12-63	12	2	E	N	112
4)	Social Services Specialist	51873	12-63	12	2	E	N	112

5)	State Patrol Inspector 1							
	65961	63-41	63	4	N	N	247	
	State Patrol Inspector 2							
	65962	63-42	63	4	N	N	247	
	State Patrol Inspector 3							
	65963	63-43	63	4	N	N	247	
	State Patrol Inspector 4							
	65964	63-44	63	4	N	N	247	
	State Patrol Inspector 5							
	65965	63-45	63	4	N	N	247	
	State Patrol Inspector 6							
	65966	63-46	63	4	N	N	247	
	State Patrol Inspector							
	65967	63-47	63	4	N	N	247	
6)	State Patrol Trooper 1							
	65901	63-41	63	4	N	N	247	
	State Patrol Trooper 2							
	65902	63-42	63	4	N	N	247	
	State Patrol Trooper 3							
	65903	63-43	63	4	N	N	247	
	State Patrol Trooper 4							
	65904	63-44	63	4	N	N	247	
	State Patrol Trooper 5							
	65905	63-45	63	4	N	N	247	
	State Patrol Trooper 6							
	65906	63-46	63	4	N	N	247	
	State Patrol Trooper							
	65907	63-47	63	4	N	N	247	
7)	Income Maintenance Specialist							
	54200	12-64	12	2	N	N	112	
8)	Social Worker-Advanced							
	50864	12-63	12	2	E	N	112	
	Social Worker-Clinical							
	50865	12-63	12	2	E	N	112	

### MODIFY AND REASSIGN PAY RANGE

8)	Social Worker							
	OLD 50862	12-06	12	2	E	N	112	
	NEW 50862	12-64	12	2	E	N	112	
	Social Worker-Senior							
	OLD 50863	12-08	12	2	E	N	112	
	NEW 50863	12-63	12	2	E	N	112	
9)	Client Services Specialist-Objective							
	OLD 50672	12-05	12	2	N	N	112	
	NEW 50672	12-64	12	2	N	N	112	
	Client Services Specialist-Senior							
	OLD 50673	12-07	12	2	N	N	112	
	NEW 50673	12-63	12	2	N	N	112	

10)	Deaf and Hard of Hearing Specialist-Entry							
	OLD	53001	12-04	12	2	N	N	112
	NEW	53001	12-64	12	2	N	N	112
	Deaf and Hard of Hearing Specialist-Senior							
	OLD	53003	12-07	12	2	E	N	112
	NEW	53003	12-63	12	2	E	N	112
11)	Corrections Program Specialist							
	OLD	51572	12-08	12	2	E	N	112
	NEW	51572	12-63	12	2	E	N	112
12)	Disability Claims Reviewer							
	OLD	49260	12-08	12	2	N	N	226
	NEW	49260	12-64	12	2	N	N	226
13)	Disability Claims Specialist							
	OLD	49270	12-09	12	2	N	N	226
	NEW	49270	12-63	12	2	N	N	226
14)	Medigap Insurance Specialist							
	OLD	51970	12-05	12	2	N	N	112
	NEW	51970	12-64	12	2	N	N	112
15)	Medigap Insurance Specialist-Lead							
	OLD	51903	12-07	12	2	E	N	112
	NEW	51903	12-63	12	2	E	N	112
16)	Ombudsman Services Specialist							
	OLD	50503	12-07	12	2	E	N	112
	NEW	50503	12-63	12	2	E	N	112

**MODIFY**

17)	Executive Human Resources Manager							
		10990	81-01	19	2	E	N	020
18)	Executive Human Resources Officer							
		10970	81-02	99	2	E	N	020
19)	Executive Human Resources Specialist							
		10902	81-04	99	2	N	N	020
	Executive Human Resources Specialist-Senior							
		10903	81-03	99	2	E	N	020
	Executive Human Resources Specialist-Advanced							
		10904	81-03	99	2	E	N	020
20)	Executive Equal Opportunity Specialist							
		74412	81-04	99	2	N	N	020
	Executive Equal Opportunity Specialist-Senior							
		74413	81-03	99	2	E	N	020

21)	Financial Specialist Program Supervisor							
	00120	81-04	16	2	E	N	004	

**REASSIGN PAY RANGE**

7)	Income Maintenance Specialist-Advanced							
	OLD 54203	12-07	12	2	E	N	112	
	NEW 54203	12-63	12	2	E	N	112	
22)	Child Care Subsidy Specialist							
	OLD 54301	12-04	12	2	N	N	112	
	NEW 54301	12-64	12	2	N	N	112	
	Child Care Subsidy Specialist-Objective							
	OLD 54302	12-05	12	2	N	N	112	
	NEW 54302	12-64	12	2	N	N	112	
	Child Care Subsidy Specialist-Senior							
	OLD 54303	12-06	12	2	E	N	112	
	NEW 54303	12-64	12	2	E	N	112	
	Child Care Subsidy Specialist-Advanced							
	OLD 54304	12-07	12	2	E	N	112	
	NEW 54304	12-63	12	2	E	N	112	
23)	Disability Determination Specialist-Entry							
	OLD 49201	12-06	12	2	N	N	226	
	NEW 49201	12-64	12	2	N	N	226	
	Disability Determination Specialist-Objective							
	OLD 49202	12-07	12	2	N	N	226	
	NEW 49202	12-64	12	2	N	N	226	
24)	Rehabilitation Case Coordinator							
	OLD 52710	12-06	12	2	E	N	112	
	NEW 52710	12-64	12	2	E	N	112	

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