## DOA – DIVISION OF PERSONNEL MANAGEMENT COMPENSATION AND LABOR RELATIONS BULLETIN

Date: October 4, 2015

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Locator No: DPM-0411-CC/SC

Subject: Miscellaneous Classification Plan Changes, Abolishment of former UW-System Administration classification titles.

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 October 4, 2015, unless otherwise stated.

- 1) Abolish the Associate Director, UW Processing Center classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 2) Abolish the Crafts Operations Manager UW Milwaukee classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 3) Abolish the Employment Relations Manager UW System classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 4) Abolish the Health Information Supervisor UW System classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 5) *Abolish* the **Records Officer-UW Madison** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 6) *Abolish* the **Recreation Assistant** classification for the Department of Corrections and the Department of Health Services as it is no longer used by any state agency and no future use is planned. There are no reallocations necessary for this classification action. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 7) Abolish the Security Officer UW Health Sciences classification series as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 8) *Abolish* the Veterans Assistance Program Specialist classification for the Department of Veterans Affairs as this single position within the classification was eliminated with a prior reorganization. There are no reallocations necessary for this classification action. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 9) *Abolish* the Identification Technician-Objective and *modify* the Identification Technician classification for the Department of Justice to remove the first objective level of the series and to update the definition and progression

language to better reflect the work unit's needs and current practices. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

- 10) Modify the Crisis Intervention Worker classification to update the definition language and remove an exclusion for the Department of Corrections. Reassign pay range from 12-07 to 12-63 to broadband this classification. Reallocations for this classification action will be processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 11) *Modify* the Recreation Leader classification series to update the exclusion language. *Reassign pay range* of Recreation Leader from 12-04 to 12-65 and Recreation Leader-Senior from 12-05 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 12) *Modify* the Substance Abuse Counselor classification series to update the definition language and to remove the Department of Health Services from the inclusions and representative positions. *Reassign pay range* of Substance Abuse Counselor-Entry from 12-02 to 12-65 and Substance Abuse Counselor-Objective from 12-05 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Dianna McNall at (608) 266-8232.
- 13) *Modify* the Volunteer Coordinator classification to update the definition language and representative positions. *Reassign pay range* from 12-04 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Dianna McNall at (608) 266-8232.
- 14) *Reassign pay range* of the Area Quality Specialist from 12-09 to 12-63 to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 15) *Reassign pay range* of the Client Services Assistant from 12-01 to 12-65 to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 16) *Reassign pay range* of the **Juvenile Review and Release Specialist** from 12-09 to 12-63 to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 17) *Reassign pay range* of the **Juvenile Services Specialist** from 12-07 to 12-63 to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 18) Reassign pay range of the Medical Records Librarian from 12-04 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 19) *Reassign pay range* of the **Psychological Services Assistant** from 12-06 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 20) Reassign pay range of the Rehabilitation Specialist for the Blind from 12-05 to 12-64, Rehabilitation Specialist for the Blind-Senior from 12-07 to 12-63 and Rehabilitation for the Blind-Advanced from 12-08 to 12-63 to broadband this classification series. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.

- 21) Reassign pay range of the Veteran Benefit Specialist 1 from 12-04 to 12-64 and Veteran Benefit Specialist 2 from 12-05 to 12-64 to broadband this classification series. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 22) Reassign pay range of the Veterans Claim Officer 1 from 12-06 to 12-64 and Veterans Claim Officer 2 from 12-07 to 12-63 to broadband this classification series. Reallocations for this classification action will be processed by the affected agency, 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 Victim Services Specialist from 12-06 to 12-64 and Victim Services Specialist-Advanced from 12-08 to 12-64 to broadband this classification series. Reallocations for this classification action will be processed by the affected agency, 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 October 9, 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 <u>http://oser.state.wi.us/docview.asp?docid=1425</u>. 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

|     | Classifica   | ition                |                      |              |             |      | FLSA        |              |
|-----|--------------|----------------------|----------------------|--------------|-------------|------|-------------|--------------|
|     |              | Class<br>Code        | Pay<br>Range         | Unit<br>Code | EEO<br>Cat. | FLSA | LTE<br>Code | Job<br>Group |
| ABO | JSH          |                      |                      |              |             |      |             | -            |
|     |              |                      |                      |              |             |      |             |              |
| 1)  | Associate    |                      | JW Processin         | 0            |             |      |             |              |
|     |              | 06740                | 81-02                | 98           | 2           | E    | Ń           | 002          |
| 2)  | Crafts Op    | erations Ma          | anager – UW          | Milwaukee    |             |      |             |              |
| -   | •            | 76720                | 01-99                | 16           | 2           | Е    | N           | 002          |
| 3)  | Employm      | ent Relation         | ns Manager –         | · UW System  | 1           |      |             |              |
| -)  |              | 11440                | 81-01                | 18           | 2           | Е    | N           | 002          |
| 4)  | Health Int   | formation S          | upervisor – U        | TW System    |             |      |             |              |
| 7)  |              | 36880                | 81-04                | 17           | 2           | Е    | N           | 007          |
| - ) |              |                      |                      |              | -           |      |             |              |
| 5)  | Records (    | Officer-UŴ<br>05770  | Madison<br>81-03     | 18           | 2           | Е    | N           | 003          |
|     |              | 03110                | 01-03                | 10           | 2           | Е    | 14          | 600          |
| 6)  | Recreatio    | n Assistant          |                      |              |             |      |             |              |
|     |              | 39300                | 06-09                | 6            | 5           | N    | N           | 112          |
| 7)  | Security (   | Officer UW           | Health Scien         | ices         |             |      |             |              |
|     |              | 65401                | 05-11                | 5            | 4           | N    | N           | 247          |
|     | Security (   |                      | Health Scien         |              | A           | λĭ   | N           | 247          |
|     |              | 65402                | 05-12                | 5            | 4           | N    | Ν           | 247          |
| 8)  | Veterans     |                      | Program Spe          |              |             |      |             |              |
|     |              | 50760                | 12-06                | 12           | 2           | Е    | Ν           | 019          |
| 9)  | Identifica   | tion Techni          | cian-Objectiv        | /e           |             |      |             |              |
| - 1 |              | 67002                | 06-12                | 6            | 3           | N    | N           | 147          |
| MOD | IFV          |                      |                      |              |             |      |             |              |
| MOD | <u>11' 1</u> |                      |                      |              |             |      |             |              |
| 9)  | Identifica   |                      | cian-Entry/D         |              |             |      |             |              |
|     | Identifica   | 67001<br>tion Techni | 06-10<br>cian-Senior | 6            | 3           | N    | N           | 147          |
|     | nemmea       | 67003                | 06-13                | 6            | 3           | N    | N           | 147          |
|     | Identifica   | tion Teehni          | cian-Advanc          | ed           |             |      |             |              |
|     |              | 67004                | 06-14                | 6            | 3           | N    | Ν           | 147          |
| MOD | IFY AND I    | REASSIGN             | N PAY RAN            | GE           |             |      |             |              |
| 10) | Crisis Inte  | ervention W          | /orker               |              |             |      |             |              |
| ,   | OLD          | 53400                | 12-07                | 12           | 2           | Е    | N           | 112          |
|     | NEW          | 53400                | 12-63                | 12           | 2           | E    | Ν           | 112          |

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|-------------------------------------|--|----------------|-----------------------|----------|--------|---|--------|-----|--|--|
| 11)                                 |  | on Leader      | 10.01                 |          | _      |   |        |     |  |  |
|                                     | OLD  | 39401          | 12-04                 | 12       | 5      | Ν | N      | 112 |  |  |
|                                     | NEW  | 39401          | 12-65                 | 12       | 5      | Ν | Ν      | 112 |  |  |
|                                     |  | on Leader-Se   |                       |          |        |   |        |     |  |  |
|                                     | OLD  | 39402          | 12-05                 | 12       | 5      | Ν | Ν      | 112 |  |  |
|                                     | NEW  | 39402          | 12-64                 | 12       | 5      | N | Ν      | 112 |  |  |
| 12) Substance Abuse Counselor-Entry |  |                |                       |          |        |   |        |     |  |  |
|                                     | OLD  | 49901          | 12-02                 | 12       | 5      | Ν | Ν      | 112 |  |  |
|                                     | NEW  | 49901          | 12-65                 | 12       | 5      | Ν | Ν      | 112 |  |  |
|                                     | Substanc   | e Abuse Cou    | unselor-Obje          | ctive    |        |   |        |     |  |  |
|                                     | OLD  | 49902          | 12-05                 | 12       | 5      | Ν | Ν      | 112 |  |  |
|                                     | NEW  | 49902          | 1 <b>2</b> -64        | 12       | 5      | Ν | Ν      | 112 |  |  |
| 13)                                 | 13) Volunteer Coordinator  |                |                       |          |        |   |        |     |  |  |
|                                     | OLD  | 23700          | 12-04                 | 12       | 2      | Е | Ν      | 112 |  |  |
|                                     | NEW  | 23700          | 12-64                 | 12       | 2      | Ē | N      | 112 |  |  |
| REAS                                | SIGN PA  | Y RANGE        |                       |          |        |   |        |     |  |  |
|                                     |  |                |                       |          |        |   |        |     |  |  |
| 14)                                 |  | ality Special  |                       |          |        |   |        |     |  |  |
|                                     | OLD  | 53100          | 12-09                 | 12       | 2      | E | Ν      | 112 |  |  |
|                                     | NEW  | 53100          | 12-63                 | 12       | 2      | Е | Ν      | 112 |  |  |
| 15) Client Services Assistant       |  |                |                       |          |        |   |        |     |  |  |
|                                     | OLD  | 50600          | 12-01                 | 12       | 5      | Ν | Ν      | 195 |  |  |
|                                     | NEW  | 50600          | 12-65                 | 12       | 5      | N | N      | 195 |  |  |
| 16)                                 | Juvenile   | Review and     | Release Spe           | cialist  |        |   |        |     |  |  |
| ,                                   | OLD  | 51710          | 12-09                 | 12       | 2      | Е | Ν      | 112 |  |  |
|                                     | NEW  | 51710          | 12-63                 | 12       | 2      | Ē | N      | 112 |  |  |
| 17)                                 |  |                |                       |          |        |   |        |     |  |  |
| 17)                                 |  |                |                       | 10       | 2      | г | N      | 110 |  |  |
|                                     | OLD  | 51770          | 12-07                 | 12       | 2      | E | N      | 112 |  |  |
|                                     | NEW  | 51770          | 12-63                 | 12       | 2      | Е | N      | 112 |  |  |
| 18)                                 | Medical  | Records Lib    | rarian                |          |        |   |        |     |  |  |
|                                     | OLD  | 57600          | 12-04                 | 12       | 2      | E | Ν      | 195 |  |  |
|                                     | NEW  | 57 <b>6</b> 00 | 12-64                 | 12       | 2      | Е | Ν      | 195 |  |  |
| 19)                                 | Psycholo   | gical Service  | es Assistant          |          |        |   |        |     |  |  |
|                                     | OLD  | 52560          | 12-06                 | 12       | 4      | Е | Ν      | 063 |  |  |
|                                     | NEW  | 52560          | 1 <b>2</b> -64        | 12       | 4      | Ē | N      | 063 |  |  |
| 20)                                 | Rehabili   | tation Specia  | list for the B        | lind     |        |   |        |     |  |  |
| 20)                                 | OLD  | 49101          | 12-05                 | 12       | 2      | N | N      | 112 |  |  |
|                                     |  |                |                       |          | 2<br>2 |   |        |     |  |  |
|                                     | NEW 49101 12-64 12 2 N N 112<br>Rehabilitation Specialist for the Blind-Senior   |                |                       |          |        |   |        |     |  |  |
|                                     | OLD  |                |                       |          |        | F | λī     | 112 |  |  |
|                                     | NEW  | 49102<br>49102 | 12-07<br><b>12-63</b> | 12<br>12 | 2<br>2 | E | N<br>N | 112 |  |  |
|                                     |  |                |                       |          |        | Е | N      | 112 |  |  |
|                                     | Rehabilitation Specialist for the Blind-Advanced<br>OLD 49103 12-08 12 2 E N 112 |                |                       |          |        |   |        |     |  |  |
|                                     | OLD<br>NEW   |                | 12-08                 | 12       | 2      | E | N<br>N | 112 |  |  |
|                                     | TATE AA  | 49103          | 12-63                 | 12       | 2      | Е | Ν      | 112 |  |  |

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| 21)                                 | Veterans Benefit Specialist 1 |       |                |    |   |   |   |     |  |  |
|-------------------------------------|-------------------------------|-------|----------------|----|---|---|---|-----|--|--|
|                                     | OLD                           | 50701 | 12-04          | 12 | 2 | Е | Ν | 226 |  |  |
|                                     | NEW                           | 50701 | 12-64          | 12 | 2 | Е | Ν | 226 |  |  |
|                                     | Veterans Benefit Specialist 2 |       |                |    |   |   |   |     |  |  |
|                                     | OLD                           | 50702 | 12-05          | 12 | 2 | Е | N | 226 |  |  |
|                                     | NEW                           | 50702 | 1 <b>2</b> -64 | 12 | 2 | Е | Ν | 226 |  |  |
| 22)                                 | Veterans Claims Officer 1     |       |                |    |   |   |   |     |  |  |
| ŕ                                   | OLD                           | 50771 | 12-06          | 12 | 2 | Е | N | 226 |  |  |
|                                     | NEW                           | 50771 | 12-64          | 12 | 2 | Е | N | 226 |  |  |
| Veterans Claims Officer 2           |                               |       |                |    |   |   |   |     |  |  |
|                                     | OLD                           | 50772 | 12-07          | 12 | 2 | Е | Ν | 226 |  |  |
|                                     | NEW                           | 50772 | 12-63          | 12 | 2 | Е | Ν | 226 |  |  |
| 23)                                 | Victim Services Specialist    |       |                |    |   |   |   |     |  |  |
|                                     | OLD                           | 53903 | 12-06          | 12 | 2 | Е | Ν | 112 |  |  |
|                                     | NEW                           | 53903 | 12-64          | 12 | 2 | Е | Ν | 112 |  |  |
| Victim Services Specialist-Advanced |                               |       |                |    |   |   |   |     |  |  |
|                                     | OLD                           | 53904 | 12-08          | 12 | 2 | Е | N | 112 |  |  |
|                                     | NEW                           | 53904 | 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.

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