

DOA – DIVISION OF PERSONNEL MANAGEMENT

COMPENSATION AND LABOR RELATIONS BULLETIN

Date: May 14, 2017

Locator No: DPM-0442-CC/SC

Subject: Criminal History Records Specialist 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 May 14, 2017**, unless otherwise stated.

- 1) *Abolish* the **Criminal History Records Specialist** classification series and *create* the **Criminal History Records Associate** classification series for the Department of Justice as part of the implementation of the Criminal History Records Specialist personnel management survey. The necessary reallocations will be processed by the Department of Justice. Questions may be directed to Rachel Martin at (608) 266-5165.
- 2) *Create* the **Justice Program Associate** classification series for the Department of Justice as part of the implementation of the Criminal History Records Specialist personnel management survey. The necessary reallocations will be processed by the Department of Justice. Questions may be directed to Rachel Martin at (608) 266-5165.
- 3) *Create* the **Supervising Youth Counselor 1** classification, *retitle* the original classification from **Supervising Youth Counselor** to **Supervising Youth Counselor 2**, and *modify* the classification specification language to reflect a different level of responsibilities and to update the definition language. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 4) *Modify* the **Risk Management Specialist** classification for the Department of Natural Resources to move the DNR representative position at the Risk Management Specialist level to the Risk Management Specialist - Senior level. There are no reallocations necessary for this classification action. Questions may be directed to Rachel Martin at (608) 266-5165.
- 5) *Modify* the classification specification, *Reassign the Pay Range*, and *Change the FLSA Status* of the **Crime Victims Claims Specialist** classification for the Department of Justice. The necessary reallocations will be processed by the Department of Justice. Questions may be directed to Christy Plautz at (608) 266-8232.

Internet Availability: The target date for the availability of classification specifications from this bulletin on the DPM website is May 19, 2017. This is the only notification BCLR will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Rachel Martin at (608) 266-5165.

Alphabetical Listing of Classifications: The Alphabetical Listing of Classifications (Alpha List) is also available on the DPM website at <http://doa.wi.gov/Documents/DPM/Document%20Library/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 Peter Flood at (608) 266-8149 if you have any questions about information contained in the Alpha List.



Jim Underhill, Director
Bureau of Compensation & Labor Relations

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

ABOLISH

1)	Criminal History Records Specialist						
	18801	02-08	2	6	N	N	195
	Criminal History Records Specialist – Senior						
	18802	02-09	2	6	N	N	195
	Criminal History Records Specialist – Advanced						
	18803	02-10	2	6	N	N	195

CREATE

1)	Criminal History Records Associate						
	23401	02-10	2	6	N	N	195
	Criminal History Records Associate – Senior						
	23402	02-11	2	6	N	N	195
2)	Justice Program Associate						
	23471	02-11	2	5	N	N	195
	Justice Program Associate – Senior						
	23472	02-12	2	5	N	N	195
	Justice Program Associate – Advanced						
	23473	02-13	2	5	N	N	195
3)	Supervising Youth Counselor 1						
	53881	81-04	16	4	E	N	009

MODIFY AND RETITLE

3)	OLD Supervising Youth Counselor						
	NEW Supervising Youth Counselor 2						
	53880	81-03	16	4	E	N	009

MODIFY

5)	Risk Management Specialist						
	04361	07-04	7	2	M	N	226
	Risk Management Specialist - Senior						
	04362	07-03	7	2	E	N	226

MODIFY, PAY RANGE REASSIGNMENT, AND CHANGE THE FLSA STATUS

6)	Crime Victim Claims Specialist						
	OLD 03800	07-04	7	2	N	N	226
	NEW 03800	07-03	7	2	E	N	226

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