

State of Wisconsin

**DOA – DIVISION OF PERSONNEL MANAGEMENT**

**- COMPENSATION AND EMPLOYMENT RELATIONS BULLETIN -**

**Date:** June 22, 2018

**Subject:** Miscellaneous Classification Plan Changes.

**Locator No:** DPM-0474-CC/SC

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 June 24, 2018.**

- 1) *Abolish* the **Juvenile Services Specialist** classification for the Department of Corrections as the classification is not utilized 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.
- 2) *Modify* the **Administrative Manager** classification to remove an allocation pattern for positions which no longer meet the scope and intent described within the classification. Necessary reallocations will be processed by the Department of Administration. Questions may be directed to Peter Flood at (608) 266-8149.
- 3) *Modify* the **Administrative Program Management Supervisor** classification for the Department of Administration to remove outdated language and add an additional new allocation pattern specific to the Department of Administration, Division of Facilities Development and Management, Bureau of Building Management section chiefs and *change the DP Code* from 98 to 17. Necessary reallocations will be processed by the Department of Administrations. Questions may be directed to Steven Ulrich at (608) 267-0343.
- 4) *Modify* the **Health Services Associate Manager** classification series for the Department of Health Services to update terminology and to delete two allocation patterns. No reallocations are necessary. Questions may be directed to Steven Ulrich at (608) 267-0343.
- 5) *Modify* the **Health Services Manager** classification series for the Department of Health Services to update terminology and to add new allocation patterns to updated bureau structures. No reallocations are necessary. Questions may be directed to Steven Ulrich at (608) 267-0343.
- 6) *Modify* the **Technical Writer** classification series to allow for use by the Department of Transportation, and to add a representative position. No reallocations are necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 7) *Reassign the Pay Range* of the **Grain Sampling Technician** classification from 06-10 to 06-11, **Grain Weighing Technician** classification from 06-11 to 06-12, the **Grain Inspector** classification from 06-12 to 06-13 and the **Grain Inspector-Leadworker** classification from 06-13 to 06-14. Employees being reallocated will receive 8% of the pay range minimum or be paid the new pay range minimum,

whichever is greater. Reallocations will be processed by the Department of Agriculture, Trade & Consumer Protection. Questions may be directed to Peter Flood at (608) 266-8149.

- 8) *Change the FLSA categorization* of the **Revenue Tax Specialist 1** classification, **effective April 29, 2018**, for the Department of Revenue from exempt to nonexempt. Questions may be directed to Wil Mickelson at (608) 267-5169.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the DPM website is June 29, 2018. This is the only notification BCER 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. 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. Any questions should be directed to Rachel Martin at (608) 266-5165.



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Jim Underhill, Director  
Bureau of Compensation & Employment Relations

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

1) Juvenile Services Specialist  
                   51770          12-63          12          2          E          N          112

**MODIFY**

2) Administrative Manager  
                   07180          81-01          19          1          E          N          001

4) Health Services Associate Manager  
                   06040          81-01          19          1          E          N          002

5) Health Services Manager  
                   06050          81-01          19          1          E          N          001

6) Technical Writer  
                   14461          07-04          7          2          N          N          127

      Technical Writer-Senior  
                   14462          07-03          7          2          E          N          127

**MODIFY AND CHANGE DP CODE**

3) Administrative Program Management Supervisor  
       OLD          54130          81-02          98          1          E          N          002  
       NEW          54130          81-02          17          1          E          N          002

**REASSIGN THE PAY RANGE**

7) Grain Sampling Technician  
       OLD          71400          06-10          6          3          N          N          147  
       NEW          71400          **06-11**          6          3          N          N          147

      Grain Weighing Technician  
       OLD          71460          06-11          6          3          N          N          147  
       NEW          71460          **06-12**          6          3          N          N          147

      Grain Inspector  
       OLD          70562          06-12          6          3          N          N          025  
       NEW          70562          **06-13**          6          3          N          N          025

      Grain Inspector-Leadworker  
       OLD          70563          06-13          6          3          N          N          025  
       NEW          70563          **06-14**          6          3          N          N          025

**CHANGE FLSA CATEGORIZATION**

8) Revenue Tax Specialist 1

OLD	01101	07-03	7	2	E	N	016
NEW	01101	07-03	7	2	N	N	016