

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** January 7, 2007

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0156-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 January 7, 2007**, unless otherwise stated.

- 1) *Abolish* the **Natural Resources Southeast Region Business Supervisor** classification, **effective January 7, 2007**, as this position was incorporated in the Natural Resources Program Supervisor classification and will no longer be used. No reallocation notices are necessary for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 2) *Modify* the **Employment Programs Coordinator** classification specification, **effective January 7, 2007**, to describe the full range of duties (job development, job placement, assessment, etc.) and to add representative positions within the Department of Corrections. No reallocation notices are necessary for this action. Questions may be directed to Stephen Hermosillo at (608) 266-0714.
- 3) *Modify* the **Health Services Specialist 1, 2** classification specification, **effective January 7, 2007**, as a result of reorganization and renaming of the DHFS Office of Quality Assurance and the refocus of the Office to include assisted living, AODA, and mental health services with the implementation of WI Admin. Code HFS 83 and HFS 75. No reallocation notices are necessary for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Modify* the **Institution Registrar** classification specification, **effective January 7, 2007**, to describe positions located at the Department of Corrections – Division of Community Corrections (DCC) that ensure the lawful extradition of DCC absconders back to Wisconsin. No reallocation notices are necessary for this action. Questions may be directed to Stephen Hermosillo at (608) 266-0714.
- 5) *Modify* the **Licensing/Certification Specialist** classification specification, **effective January 7, 2007**, to remove the allocation for positions located within the DHFS Bureau of Program Quality Compliance (renamed to Office of Quality Assurance) who provide licensing/certification services to health services facilities. These positions are included within the Health Services Specialist 1 classification. The affected agency will process necessary reallocations for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 6) *Modify* the **Natural Resources Program Supervisor** classification specification, **effective January 7, 2007**, to reflect current allocation patterns and representative positions within the DNR as well as to include the position previously classified as NR Southeast Region Business Supervisor. The affected agency will process necessary reallocations for this action. Questions may be directed to Pat Waterman at (608) 266-8149.

**Internet Availability:**


The target date for the availability of classification specifications from this bulletin on the OSER website is January 8, 2007. 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 site 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 Debra Bower at (608) 267-5162 if you have any questions about information contained in the Alpha List.

**Contact Points:**

Questions may also be directed to the appropriate consultant at the DMRS Fax number (608) 267-1000 or by e-mail at (using the consultant's name) [Firstname.Lastname@wisconsin.gov](mailto:Firstname.Lastname@wisconsin.gov). Agencies are reminded to review the current DMRS Assignment by Classification Listing on OSER's website to determine which DMRS HR Consultant is assigned as the primary contact for the classification title.



Patricia M. Almond, Administrator  
Division of Merit Recruitment and Selection

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA	Job Group	CIC Code
						LTE Code		
<b><u>ABOLISH</u></b>								
1) Natural Resources Southeast Region Business Supervisor	06640	81-03	17	2	E	N	003	500
<b><u>MODIFY</u></b>								
2) Employment Programs Coordinator	07200	07-04	07	2	N	N	020	062
3) Health Services Specialist 1, 2	51301	12-07	12	2	E	N	019	202
	51302	12-08	12	2	E	N	019	202
4) Institution Registrar	16700	02-14	02	6	N	N	187	542
5) Licensing/Certification Specialist	53360	12-07	12	2	E	N	112	056
6) Natural Resources Program Supervisor	56000	81-03	17	2	E	N	055	164

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

**Effective Date Items 1-6: January 7, 2007**