

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** May 13, 2007

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0164-MRS/SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the following classification plan changes identified in this bulletin. Regardless of the actual notification date, **the effective date is May 13, 2007**, unless otherwise stated.


- 1) *Modify* the **Coding Technician** classification series specification, **effective May 13, 2007**, to include positions at the UW-Madison, Wisconsin State Laboratory of Hygiene and to update the organizational structure and duties of positions at the Department of Health and Family Services. Affected agencies will process the necessary reallocation notices. Questions may be directed to Stephen Hermosillo at (608) 266-0714.
- 2) *Modify* the **Lottery Customer Service Specialist** classification specification, **effective May 13, 2007**, to remove one allocation at the specialist level and modify an allocation at the senior level as a result of changes within the lottery division. No reallocation notices are necessary for this action. Questions may be directed to Scott DuBenske at (608) 266-2705.
- 3) *Modify* the **Natural Resources Manager** classification specification, **effective May 13, 2007**, to update allocations and include positions located in the Department of Agriculture, Trade and Consumer Protection. No reallocation notices are necessary for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Modify* the **Natural Resources Program Manager** classification specification, **effective May 13, 2007**, to indicate these positions are also located at the Department of Agriculture, Trade and Consumer Protection and to add allocations for those positions. No reallocation notices are necessary for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 5) *Modify* the **Revenue Administrative Manager** classification series specification, **effective May 13, 2007**, to add an allocation of Deputy Administrator for the taxpayer services division and update the working title for the Customer Service and Education Bureau. No reallocation notices are necessary for this action. The affected agency will process reallocation notices for this action. Questions may be directed to Scott DuBenske at (608) 266-2705.

**Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER website is May 14, 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.

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

<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>	<b>CIC Code</b>
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**MODIFY**

1)	Coding Technician							
	36301	02-12	2	3	N	N	200	351
	36302	02-13	2	3	N	N	200	351
	36303	02-14	2	3	N	N	200	351
2)	Lottery Customer Service Specialist							
	07001	04-07	7	2	N	N	131	181
	07002	04-07	7	2	E	N	131	181
3)	Natural Resources Manager							
	56850	81-01	19	1	E	N	001	036
4)	Natural Resources Program Manager							
	56830	81-02	98	2	E	N	019	164
5)	Revenue Administrative Manager							
	01590	81-01	19	1	E	N	001	012

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

**Effective Date Items 1-5: May 13, 2007**