

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: September 4, 2007

Subject: Miscellaneous Classification Plan Changes;
Implementation of the Education Professional
Personnel Management Survey

Locator No: OSER-0170-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 September 2, 2007**, unless otherwise stated.

1. **Abolish** the **Education Consultant Coordinator** classification, **effective September 2, 2007**, as a result of the Education Professional Personnel Management Survey. These positions are being incorporated in the Education Consultant due to classification simplification. The Department of Public Instruction will process the necessary reallocation notices for this action. Questions may be directed to Kris Chilsen at (608) 240-5025 or Denise Kohout at (608) 266-0282.
2. **Abolish** the **Regional Water Program Expert** classification, **effective September 2, 2007**, to reflect the current use of the water classifications with The Department of Natural Resources' realignment of the water program. The positions were incorporated into the Water Resources Management Specialist-Advanced and the Water Regulation and Zoning Specialist-Advanced classifications. The DNR will process the necessary reallocation notices for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
3. **Modify** the **Collections Specialist** classification specification, **effective September 2, 2007**, to include multiple positions at the Collections Specialist-Senior level within the Department of Workforce Development. No reallocation notices are necessary for this action. Questions may be directed to Scott DuBenske at (608) 266-2705.
4. **Modify** the **Contracts Specialist** classification series specification, **effective September 2, 2007**, to reflect organizational changes at the Department of Transportation from a district to a regional structure and to update the other represented positions. No reallocation notices are necessary for this action. Questions may be directed to Jackie Koeller at (608) 266-0712.
5. **Modify** the **Education Administrative Director, Education Consultant, Education Program Coordinator, Education Program Specialist, Education Specialist, Library Consultant, Public Instruction Supervisor and School Administration Consultant** classification specifications, **effective September 2, 2007**, as a result of the Education Professional Personnel Management Survey. Any reallocation notices necessary for this action will be processed by the affected agency. Questions may be directed to Kris Chilsen at (608) 240-5025 or Denise Kohout at (608) 266-0282.
6. **Modify** the **Fisheries Biologist and Wastewater Specialist** classification series specifications, **effective September 2, 2007**, to reflect the realignment of the DNR water program and the current organization structure and positions within DNR. No reallocation notices are necessary for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
7. **Modify** the **Revenue Administrative Manager** classification specifications, **effective September 2, 2007**, to add the allocation of Manager, Integrated Property Assessment System (IPAS) project. No reallocation notices are necessary for this action. Questions may be directed to Scott DuBenske at (608) 266-2705.
8. **Modify** the **Youth Counselor-Advanced** classification specification, **effective September 2, 2007**, to remove the position at Southern Oaks Girls School and to add a new position designated Due Process. No reallocation notices are necessary for this action. Questions may be directed to Stephen Hermosillo at (608) 266-0714.

9. **Modify** the **Water Regulation and Zoning Specialist and Water Resources Management Specialist series** classification specifications, **effective September 2, 2007**, to incorporate allocations from the Regional Water Program Expert classification which is being abolished and to reflect the current structure and realignment of the water program within the DNR. No reallocation notices are necessary for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
10. **Modify/Retitle** the **Child Nutrition Program Consultant** classification specification to **Nutrition Program Consultant, effective September 2, 2007**, as a result of the Education Professional Personnel Management Survey. The Department of Public Instruction will process the necessary reallocation notices for this action. Questions may be directed to Kris Chilsen at (608) 240-5025 or Denise Kohout at (608) 266-0282.

Internet Availability:

The target date for the availability of classification specifications from this bulletin on the OSER website is September 4, 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 Page 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

	Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA		Job Group	CIC Code
						FLSA	LTE Code		
<u>ABOLISH</u>									
1)	Education Consultant Coordinator	59360	13-04	13	2	E	N	106	220
2)	Regional Water Program Expert	55870	15-03	15	2	E	N	050	174
<u>MODIFY</u>									
3)	Collections Specialist	04161	07-04	07	2	N	N	016	510
		04162	07-03	07	2	E	N	016	510
4)	Contracts Specialist	04371	07-05	07	2	N	N	019	056
		04372	07-04	07	2	M	N	019	056
		04373	07-03	07	2	E	N	019	056
5)	Education Administrative Director	59540	81-01	19	1	E	N	001	023
	Education Consultant	59480	13-04	13	2	E	N	106	255

	Education Program Coordinator	59300	13-03	13	2	E	N	106	255
	Education Program Specialist	59960	13-03	13	2	E	N	106	255
	Education Specialist	59900	13-02	13	2	E	N	106	255
	Library Consultant	57860	13-04	13	2	E	N	108	243
	Public Instruction Supervisor	59520	81-03	17	2	E	N	106	255
	School Administration Consultant	59490	13-04	13	2	E	N	106	255
6)	Fisheries Biologist	55231	15-24	15	2	E	N	055	161
		55232	15-03	15	2	E	N	055	161
		55233	15-03	15	2	E	N	055	161
	Wastewater Specialist	55771	15-24	15	2	E	N	050	174
		55772	15-03	15	2	E	N	050	174
		55773	15-03	15	2	E	N	050	174
7)	Revenue Administrative Manager	01590	81-01	19	1	E	N	001	012
8)	Youth Counselor-Advanced	53703	05-32	05	4	N	N	240	380
9)	Water Regulation and Zoning Specialist	55831	15-24	15	2	E	N	050	174
		55832	15-03	15	2	E	N	050	174
		55833	15-03	15	2	E	N	050	174
	Water Resources Management Specialist	55971	15-24	15	2	E	N	050	174
		55972	15-03	15	2	E	N	050	174
		55973	15-03	15	2	E	N	050	174

MODIFY/RETITLE

10)

OLD Child Nutrition Program Consultant**NEW** **NUTRITION PROGRAM CONSULTANT**

59600	13-03	13	2	E	N	065	303
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Note: Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.

Effective Date Items 1-10: September 2, 2007