

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** October 22, 2007

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0171-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 October 14, 2007**, unless otherwise stated.

1. **Abolish** the *Licensing Examination Officer* classification, **effective October 14, 2007**, as this is a vacant classification. No reallocation notices are necessary for this action. Questions may be directed to Toriana Pettaway at (608) 266-8434.
2. **Abolish** the *Purchasing Director, DHFS* classification, **effective October 14, 2007**, as this is a vacant classification which no longer exists due to a reorganization at the Department of Health & Family Services. No reallocation notices are necessary for this action. Questions may be directed to Tripti Baliga at (608) 266-8232.
3. **Change the Title** of the *Director, Office of Strategic Finance* classification, **effective October 14, 2007**, to *Director, Office of Policy Initiatives & Budget* as a result of a reorganization within the Department of Health & Family Services. The affected agency will process any necessary reallocation notices for this action. Questions may be directed to Tripti Baliga at (608) 266-8232.
4. **Change the Title** of the *Insurance Program Officer* classification to *Insurance Program Manager*, **effective October 14, 2007**, to reflect the broadened scope, complexity, discretion of the position and the increased administration of insurance-related programs, and **change the Pay Range Assignment** of the classification. The affected agency will process any necessary reallocation notices for this action. Questions may be directed to Toriana Pettaway at (608) 266-8434.
5. **Create** the *Licensing Education and Examination Program Manager* classification, **effective October 14, 2007**, to reflect the consolidation of duties from two offices and administrative positions into one, and the gradual increase in depth and breadth of administrative and managerial functions. No reallocation notices are necessary for this action. Questions may be directed to Toriana Pettaway at (608) 266-8434.
6. **Modify** the *Architects/Engineers (Departments Responsible for Buildings)* classification specification, **effective October 14, 2007**, to reflect the abolishment of the Specification Writer from 2006 and to update the format of the specification. No reallocation notices are necessary for this action. Questions may be directed to Jacquelyn Koeller at (608) 266-0712.
7. **Modify** the *Architects/Engineer Management* classification specification, **effective October 14, 2007**, to reflect the abolishment of the Specification Writer from 2006 and to update the format of the specification. No reallocation notices are necessary for this action. Questions may be directed to Jacquelyn Koeller at (608) 266-0712.
8. **Modify** the *Architects/Engineer Supervisor* classification specification, **effective October 14, 2007**, to reflect the abolishment of the Specification Writer from 2006 and to update the format of the specification. No reallocation notices are necessary for this action. Questions may be directed to Jacquelyn Koeller at (608) 266-0712.
9. **Modify** the *Corrections Human Resources Coordinator* classification specification, **effective October 14, 2007**, to remove the allocation of the Bureau of Health Services and Bureau of Offender Classification and to reflect positions located in the Division of Community Corrections (DCC). The affected agency will process any necessary reallocation notices for this action. Questions may be directed to Toriana Pettaway at (608) 266-8434.

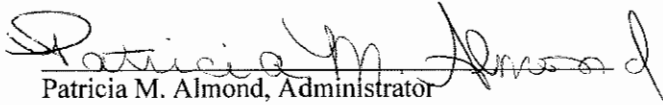
10. **Modify** the **Forestry Specialist** classification specification, **effective October 14, 2007**, to reflect organization changes within the Department of Natural Resources and the current allocations and responsibilities of positions within this class. No reallocation notices are necessary for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
11. **Modify** the **Human Resources Manager** classification specification, **effective October 14, 2007**, to include the classified personnel and employment relations manager within the UW System. The affected agency will process any necessary reallocation notices for this action. Questions may be directed to Toriana Pettaway at (608) 266-8434.
12. **Modify** the **Natural Resources Customer Service and Licensing Supervisor** classification specification, **effective October 14, 2007**, to remove the Section Chief allocation which is no longer used. No reallocation notices are necessary for this action. Questions may be directed to Dean Paynter at (608) 266-1014.
13. **Modify** the **Public Health Manager** classification specification, **effective October 14, 2007**, to represent the Division of Public Health and the current structure at the Department of Health & Family Services. The affected agency will process any necessary reallocation notices for this action. Questions may be directed to Tripti Baliga at (608) 266-8232.
14. **Modify** the **Purchasing Agent Management Supervisor** classification specification, **effective October 14, 2007**, to clarify the level of work performed by this classification and to update the representative positions. The affected agency will process any necessary reallocation notices for this action. Questions may be directed to Tripti Baliga at (608) 266-8232.
15. **Modify** the **Purchasing Agent Program Supervisor** classification specification, **effective October 14, 2007**, to add representative positions. The affected agency will process any necessary reallocation notices for this action. Questions may be directed to Tripti Baliga at (608) 266-8232.

**Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER website is October 19, 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

<b>Classification</b>		<b>Class</b>	<b>Pay</b>	<b>Unit</b>	<b>EEO</b>	<b>FLSA</b>	<b>FLSA</b>	<b>Job</b>	<b>CIC</b>
	<b>Code</b>	<b>Range</b>	<b>Code</b>	<b>Cat.</b>	<b>FLSA</b>	<b>Code</b>	<b>Group</b>	<b>Code</b>	
<b><u>ABOLISH</u></b>									
1)	Licensing Examination Officer	08840	81-02	98	2	E	N	003	043
2)	Purchasing Director, DHFS	10210	81-01	19	1	E	N	001	015
<b><u>CHANGE TITLE</u></b>									
3)	Director, Office of Strategic Finance <b>Director, Office of Policy Initiatives &amp; Budget</b>	09319	81-01	19	1	E	N	001	012
<b><u>CHANGE TITLE/REASSIGN PAY RANGE</u></b>									
4)	Insurance Program <b>Officer</b>	02520	<b>81-03</b>	17	2	E	N	019	090
	Insurance Program <b>Manager</b>	02520	<b>81-02</b>	17	2	E	N	016	090
<b><u>CREATE</u></b>									
5)	Licensing Education and Examination Program Manager	08890	81-02	98	2	E	N	003	043
<b><u>MODIFY</u></b>									
6)	Architects/Engineers (Departments Responsible for Buildings)	26661	14-46	14	2	E	N	028	043
7)	Architects/Engineer Management	26040	81-03	18	2	E	N	028	130
8)	Architects/Engineer Supervisor	26020	81-03	17	2	E	N	028	130
9)	Corrections Human Resources Coordinator	49610	81-03	99	2	E	N	020	062
10)	Forestry Specialist	55140	15-03	15	2	E	N	055	164
11)	Human Resources Manager	10890	81-01	19	1	E	N	001	013
12)	Natural Resources Customer Service and Licensing Supervisor	56220	81-03	17	6	E	N	187	500
13)	Public Health Manager	40650	81-01	19	1	E	N	001	035
14)	Purchasing Agent Management Supervisor	10430	81-02	98	2	E	N	023	053

15) Purchasing Agent Program Supervisor  
10420 81-03 17 2 E N 023 053

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