

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF COMPENSATION AND LABOR RELATIONS BULLETIN

**Date:** September 12, 2010

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0272-CLR/SC

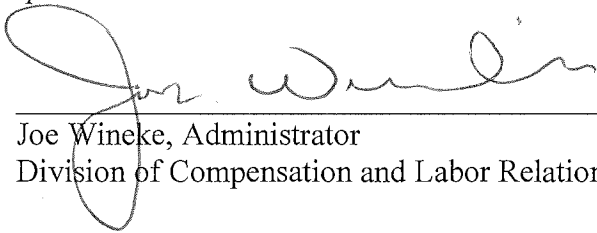
Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the following classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is September 12, 2010**, unless otherwise stated.

- 1) *Abolish* the **Deputy Administrator, Department of Health & Family Services** classification and *create* the **Deputy Administrator, Department of Health Services** classification, **effective September 12, 2010**, to accommodate the renaming of the Department of Health and Family Services to the Department of Health Services and to remove the specific division designations from the specification. Reallocation notices necessary to implement this classification action will be processed by the agency. Questions may be directed to Pat Waterman at (608) 266-8149.
- 2) *Abolish* the **Justice Record Check Supervisor** classification and *create* the **Justice Records Supervisor** classification, **effective September 12, 2010**, to change the title and remove the restriction to utilize this classification for only positions within the Records Check Unit and to allow use for other legislatively mandated criminal records programs at the Department of Justice. Reallocation notices necessary to implement this classification action will be processed by the agency. Questions may be directed to Pat Waterman at (608) 266-8149.
- 3) *Create* the **Companion Animal Inspector** classification, **effective September 12, 2010**, as a result of Assembly Bill 260 which requires certain persons who sell dogs or operate animal shelters or animal control facilities to be licensed by the Department of Agriculture, Trade and Consumer Protection. No reallocation notices are necessary to implement this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Create* the **Thermal System Insulation Inspector** classification, **effective September 12, 2010**, to describe positions at the Department of Commerce, Division of Safety and Buildings, which perform inspections of thermal system insulation as required by Wisconsin Act 16. No reallocation notices are necessary to implement this classification action. Questions may be directed to Scott DuBenske at (608) 266-2705.
- 5) *Modify* the **Employment Security Assistant (ESA)** classification specification, **effective September 12, 2010**, to update the name of the Department of Industry, Labor and Human Relations and programs to the Department of Workforce Development and divisions and to add an allocation for a Staff Development Coordinator at the ESA 4 level. Reallocation notices necessary to implement this classification action will be processed by the agency. Questions may be directed to Pat Waterman at (608) 266-8149.
- 6) *Modify* the **Health Care Manager** classification specification, **effective September 12, 2010**, to include an allocation for positions that function as Associate Administrator. Reallocation notices necessary to implement this classification action will be processed by the agency. Questions may be directed to Pat Waterman at (608) 266-8149.

- 7) *Modify* the **Health Information Technician** classification series, **effective September 12, 2010**, to accommodate those positions in agencies such as the Department of Corrections that do not do medical coding, but have full responsibility for the remainder of the tasks listed within the classification specification. No reallocation notices are necessary to implement this classification 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 September 17, 2010. This is the only notification DCLR will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Randy Peltier at (608) 266-9602.

**Alphabetical Listing of Classifications:** The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website 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 Randy Peltier at (608) 266-9602 if you have any questions about information contained in the Alpha List.



---

Joe Wineke, Administrator  
Division of Compensation and Labor Relations

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA	Job Group	CIC Code
						LTE Code		

**ABOLISH**

1)	Deputy Administrator, Department of Health and Family Services	49420	81-01	19	1	E	N	001	035
2)	Justice Record Check Supervisor	18220	81-04	16	5	E	N	187	500

**CREATE**

3)	Companion Animal Inspector	70201	05-13	05	4	N	N	293	601
	Companion Animal Inspector - Objective	70202	05-14	05	4	N	N	293	601
1)	Deputy Administrator, Department of Health Services	49400	81-01	19	1	E	N	001	035
2)	Justice Records Supervisor	18230	81-04	16	5	E	N	187	500
3)	Thermal System Insulation Inspector	73200	05-17	05	4	E	N	025	874

**MODIFY**

4)	Employment Security Assistant 4	19034	02-12	02	6	N	N	187	586
5)	Health Care Manager	03790	81-01	19	1	E	N	001	035
6)	Health Information Technician 1	35101	06-11	06	3	N	N	134	351
	Health Information Technician 2	35102	06-13	06	3	N	N	134	351

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