

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF COMPENSATION AND LABOR RELATIONS BULLETIN

Date: May 22, 2011

Locator No: OSER-0279-CLR/SC

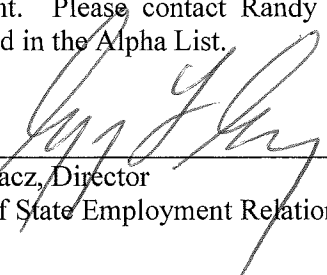
Subject: Implementation of the Library Services Assistant Personnel Management Survey; Miscellaneous Classification Plan Changes

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is May 22, 2011**, unless otherwise stated.

- 1) *Abolish* the **Library Services Assistant – Advanced/Lead** classification title, *create* the **Library Services Assistant – Advanced** classification title, and *modify* the **Library Services Assistant, Library Services Assistant – Senior** and **Advanced** level classification definitions **effective May 22, 2011** as a result of the Personnel Management Survey to better describe the technology that has affected the duties performed by these positions and to remove the term “Lead” from the title of the advanced level since not all positions at the advanced level lead other permanent positions and positions at both the senior and advanced levels lead students and LTE positions. Agencies and campuses will need to process any reallocation notices needed to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 2) *Modify* the **Health Services Supervisor** classification specification **effective May 22, 2011** to add the representative position of State Nutrition Coordinator within the Women, Infants and Children (WIC) program in the Department of Health Services. The special requirement under section III Qualifications was added to reflect the Dietitian requirements of the WIC Coordinator position. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Scott DuBenske at (608) 266-2705.
- 3) *Modify* the **Revenue Agent 3** classification specification level **effective May 22, 2011** to reflect the addition of the Individual Income Nonfiler project and the Occasional Consumer Use Tax program lead worker allocations and to better describe the level 3 advanced definition for the Department of Revenue. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Scott DuBenske at (608) 266-2705.
- 4) *Modify* the **Revenue Program Supervisor** classification specification **effective May 22, 2011** to add the allocation of the Process & Data Services Section Chief in the Department of Revenue. No reallocation notices are necessary to accomplish this classification 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 27, 2011. This is the only notification DCLR will be providing, so please share this information with appropriate agency staff. Any questions regarding the availability of these documents on OSER’s website 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.



Greg Gracz, Director
Office of State Employment Relations

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

ABOLISH

1)	Library Services Assistant – Advanced/Lead	57763	02-11	02	6	N	N	187	532
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CREATE

1)	Library Services Assistant - Advanced	57764	02-11	02	6	N	N	187	532
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MODIFY

2)	Health Services Supervisor	51320	81-03	17	2	E	N	019	202
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1)	Library Services Assistant	57761	02-09	02	6	N	N	187	532
	Library Services Assistant - Senior	57762	02-10	02	6	N	N	187	532

3)	Revenue Agent 3	67572	07-03	07	4	N	N	016	093
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4)	Revenue Program Supervisor	01520	81-03	17	2	E	N	016	500
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Note: Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action and Workforce Planning.