

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** November 20, 2011

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0290-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 November 20, 2011**, unless otherwise stated.

- 1) *Abolish* the **Board Steward, Gaming Veterinarian series, Presiding Board Steward Supervisor, and Racing Chief Steward** classifications **effective November 20, 2011**, because the classifications are vacant and are not going to be used anymore. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 2) *Create* the **Forensic Science Program Chief** classifications **effective November 20, 2011**, as a result of the Wisconsin Crime Laboratory System reorganization which created a centralized crime lab management team. The Department of Justice will process all necessary reallocation notices. Questions may be directed to Pat Waterman at (608) 266-8149.
- 3) *Modify* the **Environmental Enforcement Specialist** classification series **effective November 20, 2011**, to update allocations for the Department of Natural Resources at the advanced level and to add allocations for the Department of Agriculture, Trade and Consumer Protection at the senior and advanced levels. The Department of Military Affairs was also included as an agency utilizing the classification. The affected agencies will process any necessary reallocation notices to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Modify* the **Payroll & Benefits Supervisor and Payroll & Benefits Program Supervisor** classification specifications **effective November 6, 2011**, to allow positions that supervise the staff in a distinct payroll and benefits functional area within a large employing unit in the University of Wisconsin System to be identified within the P&B Program Supervisor specification. The UW will process all necessary reallocation notices to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 5) *Modify* the **Waste Management Specialist** classification series **effective November 20, 2011**, for the Department of Natural Resources to recognize advanced level positions that function as a department expert for a significant segment of the Waste Management/Remediation and Redevelopment Program with dedicated project management duties and specific program management expertise. The affected agencies will process any necessary reallocation notices to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 6) *Modify* the **Food Safety Inspector series and Food Safety Supervisor** classifications **effective November 20, 2011**, due to changes in the qualifications as required by the Department of Agriculture, Trade and Consumer Protection-Division of Food Safety. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 7) *Modify* the **Real Estate Specialist** classification series **effective November 20, 2011** to update the functional areas and definitions within the series for the Department of Transportation, Department of Natural Resources, Department of Veterans Affairs, Department of Military Affairs and UW- Madison. 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 November 28, 2011. This is the only notification DMRS 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 Jan Mason at (608) 267-2156.

**Alphabetical Listing of Classifications:** The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at <http://osер.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 Pat Waterman at (608) 266-8149 if you have any questions about information contained in the Alpha List.



Greg Gracz, Director  
Office of State Employment Relations

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

**ABOLISH**

1) Board Steward	74660	07-04	7	4	M	N	293	056
Gaming Veterinarian – Objective	33101	15-03	15	2	E	N	057	325
Gaming Veterinarian – Senior	33102	15-03	15	2	E	N	057	325
Presiding Board Steward Supervisor	74680	81-03	17	4	E	N	293	056
Racing Chief Steward	74690	81-02	98	2	E	N	003	430

**CREATE**

2) Forensic Science Program Chief	67250	81-02	98	2	E	N	019	172
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Classification	Class	Pay	Unit	EEO	FLSA	FLSA	Job	CIC
	Code	Range	Code	Cat.	FLSA	LTE Code	Group	Code

**MODIFY**

3)	Environmental Enforcement Specialist	55471	15-24	15	2	M	N	050	056
	Environmental Enforcement Specialist-Senior	55472	15-03	15	2	E	N	050	056
	Environmental Enforcement Specialist-Advanced	55473	15-03	15	2	E	N	050	056
6)	Food Safety Inspector-Entry	70361	05-13	5	4	N	N	293	601
	Food Safety Inspector-Objective	70362	05-14	5	4	N	N	293	601
	Food Safety Supervisor	70380	81-03	16	3	E	N	293	600
4)	Payroll and Benefits Program Supervisor	21120	81-03	17	2	E	N	016	062
	Payroll and Benefits Supervisor	21020	81-04	16	5	E	N	016	062
7)	Real Estate Specialist	03461	07-04	7	2	M	N	159	081
	Real Estate Specialist-Senior	03462	07-03	7	2	E	N	159	081
	Real Estate Specialist-Advanced	03463	07-03	7	2	E	N	159	081
5)	Waste Management Specialist	55711	15-24	15	2	M	N	050	174
	Waste Management Specialist-Senior	55712	15-03	15	2	E	N	050	174
	Waste Management Specialist-Advanced	55713	15-03	15	2	E	N	050	174

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