## OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date:

February 12, 2012

Locator No: OSER-0299-MRS/SC

Subject:

Miscellaneous Classification Plan Changes

(Revised)

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 February 12, 2012**, unless otherwise stated.

- 1) Modify the Client Services Specialist classification specification effective February 12, 2012, for the Office of the State Public Defender to update supervision levels. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 2) Modify the specification and change CIC code for the Criminal History Records Specialist classification series effective February 12, 2012, for the Department of Justice to edit the specification so that it isn't so narrowly defined and is more amenable to workload and organizational changes and to update the representative positions. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 3) *Modify* the **Fire Prevention Coordinator** classification specification <u>effective February 12, 2012</u>, for the Department of Safety and Professional Services to reflect the current statutes used by these positions. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) Modify the Grain Sampling Technician, Grain Weighing Technician and Grain Inspector classification specifications effective February 12, 2012, for the Department of Agriculture, Trade and Consumer Protection to reflect the current division title, confirm the definition statement of work performed based on DATCP Division management review; and to identify movement from the Grain Sampling Tech to the Grain Weighing Tech to the Grain Inspector by reclassification due to the required training time and USDA license requirements. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at (608) 267-5165.
- Modify and change CIC code for the Human Resources Program Officer classification specification effective February 12, 2012, to remove the term "major" from the Allocation #3 definition for the University positions and to update the representative positions for the Department of Corrections. The affected agencies will process all necessary reallocation notices. Questions may be directed to Pat Waterman at (608) 266-8149.
- 6) Change FLSA designation for the Revenue Economist-Confidential classification <u>effective February</u> 12, 2012, for the Department of Revenue to correct an error with the initial assignment of the FLSA for this classification as Non-exempt rather than Mixed. No reallocation notices are necessary to accomplish 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 February 17, 2012. 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) 266-2156.

OSER-0299-MRS/SC Page 2

Alphabetical Listing of Classifications: The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at <a href="http://oser.state.wi.us/docview.asp?docid=1425">http://oser.state.wi.us/docview.asp?docid=1425</a>. 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 Grecz,/Director

Office of State Employment Relations

	Classification					<b>FLSA</b>			
	Class	Pay	Unit	EEO		LTE	Job	CIC	
	Code	Range	Code	Cat.	FLSA	Code	Group	Code	
MOL	<u> DIFY</u>								
1)	Client Services Specia	alist-Entry							
	50671	12-04	12	2	N	N	112	202	
	Client Services Specia	alist-Objectiv	ve						
	50672	12-05	12	2	N	N	112	202	
	Client Services Specialist-Senior								
	50673	12-07	12	2	N	N	112	202	
3)	Fire Prevention Coord	linator							
3)	73690	05-16	05	4	M	N	025	375	
4)									
	Grain Sampling Tech		0.6	2	`	2.7	202	60.1	
	71400	06-08	06	3	N	N	283	604	
	Grain Weighing Tech		0.0	2	N	N	202	604	
	71460	06-09	06	3	N	N	283	604	
	Grain Inspector	06.10	06	2	N	NI	202	601	
	70562	06-10	06	3	N	N	293	601	
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Class	ification				FLSA		The state of the s	Old	New
Class	Class	Pay	Unit	EEO		LTE	Job	CIC	CIC
Class		Pay Range	Unit Code	EEO Cat.	FLSA FLSA	LTE Code	Job Group		
Class	Class							CIC	CIC
	Class Code	Range						CIC	CIC
	Class	Range						CIC	CIC
	Class Code DIFY AND CHANGE ( Criminal History Rec	Range CIC CODE ords Special	Code	Cat.	FLSA	Code	Group	CIC Code	CIC Code
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MOL	Class Code DIFY AND CHANGE Of Criminal History Rec 18801 Criminal History Rec	Range CIC CODE ords Special 02-08 ords Special	Code  ist  02 ist-Senior	Cat.	FLSA N	Code N	Group 187	CIC Code	CIC Code
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MOL	Class Code  DIFY AND CHANGE OF Criminal History Rec 18801 Criminal History Rec 18802	Range  CIC CODE  ords Special 02-08 ords Special 02-09	Code ist 02 ist-Senior 02	6 6	FLSA N	Code N	Group 187	CIC Code	CIC Code
<b>MOI</b> 2)	Class Code  DIFY AND CHANGE OF Criminal History Rec 18801 Criminal History Rec 18802 Criminal History Rec 18803	Range  CIC CODE  ords Special 02-08 ords Special 02-09 ords Special 02-10	Code  ist  02 ist-Senior 02 ist-Advanc 02	6 6 ed	FLSA  N  N	N N	187 187	CIC Code 526 526	CIC Code 542 542
MOL	Class Code  OIFY AND CHANGE (  Criminal History Rec 18801 Criminal History Rec 18802 Criminal History Rec	Range  CIC CODE  ords Special 02-08 ords Special 02-09 ords Special 02-10	Code  ist  02 ist-Senior 02 ist-Advanc 02	6 6 ed 6	FLSA  N  N	N N N	187 187	CIC Code 526 526	CIC Code 542 542
<b>MOI</b> 2)	Class Code  DIFY AND CHANGE OF Criminal History Rec 18801 Criminal History Rec 18802 Criminal History Rec 18803 Human Resources Pro	Range  CIC CODE  ords Special 02-08 ords Special 02-09 ords Special 02-10 ogram Office	ist 02 ist-Senior 02 ist-Advanc 02	6 6 ed	N N N	N N	187 187 187	CIC Code 526 526 526	542 542 542
<b>MOI</b> 2) 5)	Class Code  OIFY AND CHANGE (  Criminal History Rec 18801 Criminal History Rec 18802 Criminal History Rec 18803 Human Resources Pro 10810	Range  CIC CODE  ords Special 02-08 ords Special 02-09 ords Special 02-10 ogram Office 81-02	ist 02 ist-Senior 02 ist-Advanc 02	6 6 ed 6	N N N	N N N	187 187 187	CIC Code 526 526 526	542 542 542
MOI  2)  5)	Class Code  DIFY AND CHANGE OF Criminal History Rec 18801 Criminal History Rec 18802 Criminal History Rec 18803 Human Resources Pro 10810  NGE FLSA DESIGNA	Range  CIC CODE  ords Special 02-08 ords Special 02-09 ords Special 02-10 ogram Office 81-02	ist 02 ist-Senior 02 ist-Advanc 02	6 6 ed 6	N N N	N N N	187 187 187	CIC Code 526 526 526	542 542 542
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**Note:** Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.