

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: August 12, 2012

Subject: Miscellaneous Classification Plan Changes.

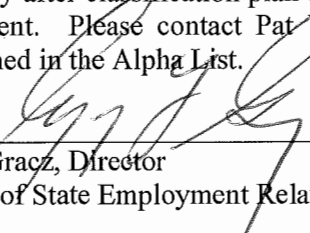
Locator No: OSER-0310-MRS/SC

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 August 12, 2012**, unless otherwise stated.

- 1) *Abolish* the **Offender Records Assistant Supervisor** classification specification for the Department of Corrections. There are no employees in this classification and no expectation of using this classification. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at 608-267-5165.
- 2) *Modify* the **Administrative Policy Advisor** classification specification for the Department of Administration by updating the inclusion and definition language to allow agencies to have additional positions if the reporting relationship is different and in accordance with the specification. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at 608-267-5165.
- 3) *Modify the specification, change AA codes and Reassign Pay Range* for the **Detention Facilities Specialist** classification specification for the Department of Corrections. The classification was modified to reflect the authority, comprehensive responsibilities and location of these positions within the department. The community of interest is more aligned with the professional schedule of 07. The Department of Corrections will process all necessary reallocations necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at 608-267-5165.
- 4) *Modify* the **Education Program Specialist** classification specification to add the Department of Health Services to the list of agencies that use the classification. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 5) *Modify* the **Revenue Field Auditor** classification series for the Department of Revenue to reflect the addition of District Computer Audit Specialist positions and to modify the language of the current Computer Audit Specialist allocations. No reallocation notices will be 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 August 17, 2012. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Pat Waterman at (608) 266-8149.

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

ABOLISH

1) Offender Records Assistant Supervisor
 18720 81-05 16 6 E N 187 500

MODIFY

2) Administrative Policy Advisor
 11510 81-03 99 2 E N 019 071

MODIFY SPECIFICATION, CHANGE AA CODES & REASSIGN PAY RANGE

3) Detention Facilities Specialist
 Old 74560 05-17 5 4 E N 025 666
 New 74560 07-03 7 2 E N 025 666

MODIFY

4) Education Program Specialist
 59960 13-03 13 2 E N 106 255

5) Revenue Field Auditor
 01571 07-04 07 2 E N 016 080
 Revenue Field Auditor 4
 01574 07-03 07 2 E N 016 080
 Revenue Field Auditor 5
 01575 07-03 07 2 E N 016 080
 Revenue Field Auditor 6
 01576 07-02 07 2 E N 016 080
 Revenue Field Auditor 7
 01577 07-02 07 2 E N 016 080
 Revenue Field Auditor 8
 01578 07-02 07 2 E N 016 080

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