State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

Subject:

- MERIT RECRUITMENT & SELECTION-

Date:

May 19, 2003

Locator No: MRS/SC-153

Classification Plan Changes for Administrative Purposes and Resulting from the WSEU **Blue Collar** Surveys and Negotiated Pay Range Assignments and Reassignments

Pursuant to s. 230.09, Stats., the Secretary of the Department of Employment Relations (DER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the <u>effective date is May 18, 2003</u>, unless otherwise stated.

1. Blue Collar Survey

The Blue Collar Survey was initiated February 14, 2000, and announced in Bulletin CLR/SC-107. This survey was initiated upon the request of state agencies and the Wisconsin State Employees Union (WSEU) based upon their experienced difficulties with classification and compensation issues within this group of classifications. The goals of the survey sought to lessen classification, compensation, recruitment, and/or retention difficulties which agencies may be experiencing.

Classifications included in the Blue Collar Survey were: **Custodian 1-3**, **Laundry Worker 1-4**, **Laundry Services Assistant**, **Laboratory Helper**, **Laborer**, **Laborer-Special**, **Laborer-Lead**, **Laborer Helper LTE**, **Tree Pruner**, **Groundskeeper**, **Grounds Crew Chief**, **Greenskeeper**, **Tugger Coordinator**, **Produce Gardener**, **Research Gardener**, and **Lawn Care Worker**. The non-represented counterpart classifications of Custodial Supervisor 1-2, Laundry Services Supervisor, Laborer Supervisor, and Grounds Supervisor were removed effective May 20, 2001, as a result of the expansion of broadband of these classifications in CLR/SC-130. Approximately 201 audits were performed from the approximately 1700 Blue Collar positions.

Classification simplification was a key result of implementation of the Blue Collar Survey. The new classifications are: Cemetery Caretaker, Custodian, Custodian Lead, Grounds Crew Lead, Laborer, Laundry Worker, and Laundry Worker Lead. Additionally, Gardener, Greenskeeper, Groundskeeper, Research Gardener, Tree Pruner, and Tugger Coordinator classification specifications were modified as part of DER class plan administration.

2. Reprographics Survey- Partial Implementation

The Reprographics Survey was initiated September 9, 1997, and announced in Bulletin CC/SC-69. The classifications included in the survey were **Bindery Worker 1-3**, **Offset Press Operator 1-3**, **Offset Press Shop Supervisor 1-2**, **Printing Technician 1-3**, **Printing Technician Supervisor 2-3**, **Printing Assistant**, and **Printing Supervisor**. The non-represented counterpart classifications Offset Press Shop Supervisor 1-2, Printing Technician Supervisor 2-3, and Printing Supervisor were removed effective May 20, 2001, as a result of the expansion of broadbanding these classifications as announced in Bulletin CLR/SC-130.

This survey is being partially implemented with the actions described in this bulletin. **Bindery Worker 1-3**, approximately 5 positions, and **Offset Press Operator 1-3**, approximately 20 positions are impacted. The new classification simplification results in the creation of **Bindery Worker**, **Offset Press Operator**, and **Offset Press Operator Lead** classifications.

3. Locksmith Survey

The Locksmith Survey was initiated September 18, 2000, in CLR/SC-119. The classifications included within the survey were **Locksmith-Entry** and **Locksmith-Journey**, including approximately 30 positions. The survey identified problems with the two listed Locksmith levels. As a result of the survey, the classification specifications were modified, and new pay range reassignments were negotiated.

4. Pay Range reassignments as a result of the collective bargaining process

As a part of contract negotiations, some changes seek to address compensation, recruitment, and retention problems which agencies may be experiencing in regard to these classifications. A number of classification related actions are pay range reassignments resulting from the contract negotiations. The classifications impacted include the **Auto Equipment Technician Entry**, 1 position, the **Cook 1** and **2**, approximately 95 positions, **Laboratory Helper**, 2 positions, **Power Plant Operator**, **Operator In Charge, Operator Senior**, and **Power Plant Assistant**, approximately 200 positions, **Seamstress/Seamer 1**, **2**, 5 positions, **Tool Crib Coordinator**, 1 position, **Upholsterer**, 10 positions, and **Utility Plant Operator**, 10 positions.

For Numbers 1, 2, 3, and 4 above, DER modified classification specifications for administrative purposes as needed and/or changed Job Group codes or CIC codes. The Department of Administration Central Payroll and UW Central Payroll will automate reallocation notices for the above 1, 2, 3, and 4 changes. Questions may be directed to Tom Sandine at (608) 267-5160.

Internet Availability:

The target date for the availability of classification specifications from this bulletin on the DER Web Page is June 9, 2003. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Jan Monica Mason at (608) 267-2156.

Alphabetical Listing of Classifications:

The Alphabetical Listing of Classifications (Alpha List) is also available on the DER Web Page at http://der.state.wi.us/home/dclr/dclr.htm. 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 Judy Burke at (608) 267-5166 if you have any questions about information contained in the Alpha List.

Contact Points:

Questions may also be directed to the appropriate analyst at the DER Fax number (608) 267-1020 or by e-mail at (using the analyst's name) <u>firstname.lastname@der.state.wi.us</u>.

Leean White, Director, Bureau of Agency Services Division of Merit Recruitment and Selection

	Classification						FLSA		
		Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group	CIC Code
ABOI	JSH		0					^	
2)	Bindery Work	er 1							
,	Bindery Worke	82101	03-03	03	8	Ν	Ν	999	679
	-	82102	03-05	03	8	Ν	Ν	999	679
	Bindery Worke	er 3 82103	03-06	03	8	Ν	Ν	999	679
1)	Custodian 1	89101	03-03	03	8	N	Ν	999	453
	Custodian 2	89102	03-05	03	8	Ν	Ν	999	453
	Custodian 3								
	Grounds Crew		03-07	03	8	Ν	Ν	999	453
	Laborer	91060	03-08	03	8	N	Ν	283	486
	Laborer-Lead	91310	03-05	03	8	Ν	Ν	999	889
		91330	03-07	03	8	Ν	Ν	999	889
	Laborer-Specia	91320	03-06	03	8	Ν	Ν	999	889
	Laundry Work	er 1 86511	03-03	03	8	Ν	Ν	999	748
	Laundry Work	er 2 86512	03-04	03	8	Ν	Ν	999	748
	Laundry Work		03-05	03	8	N	N	999	748
	Laundry Work		05-05	05	0	11	1	<u>,,,,</u>	/40
	Eduliary Work	86514	03-06	03	8	Ν	Ν	999	748
	Laundry Servio			05	0	11	11	,,,,	/ 10
	Lawn Care Wo	86450	03-07	03	8	Ν	Ν	999	748
2)		90400	03-07	03	8	Ν	Ν	283	486
2)	Offset Press O	82511	03-07	03	8	Ν	Ν	127	734
	Offset Press O	perator 2 82512	03-08	03	8	Ν	Ν	127	734
	Offset Press O	perator 3 82513	03-09	03	8	Ν	Ν	127	734
1)	Produce Garde			-					
,		90450	03-08	03	8	Ν	Ν	283	486
	Classification						FLSA		
	Chassification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group	CIC Code
CREA	TF	Cour	mange	Cour	Cat.	1 1.0/1	Cout	Group	couc
2)	Bindery Worker								
_)	Emaily Work	82100	03-07	03	8	Ν	Ν	999	679

		91000	03-08	03	8	Ν	Ν	999	486
	Custodian								
		89161	03-06	03	8	Ν	Ν	999	453
	Custodian Lea				0		N .		1.50
	a 1.a	89162	03-08	03	8	Ν	Ν	999	453
	Grounds Crew		02.00	02	0	N	N	000	497
	Laborar	90170	03-09	03	8	Ν	Ν	999	486
	Laborer	91300	03-07	03	8	Ν	Ν	999	889
	Laundry Work		03-07	03	0	IN	1	999	009
	Launary Work	86501	03-06	03	8	Ν	Ν	999	748
	Laundry Work		05-00	05	0	11	1	,,,,	740
	Eauliary work	86502	03-07	03	8	Ν	Ν	999	748
		00002	00 07	00	0	11	1,		,
2)	Offset Press O	perator							
,		82201	03-09	03	8	Ν	Ν	999	734
	Offset Press O	perator Le	ad						
		82202	03-10	03	8	Ν	Ν	999	734
	Classification						FLSA		
		Class	Pay	Unit	EEO		LTE	Job	CIC
		Code	Range	Code	Cat.	FLSA	Code	Group	Code
MOD	FY CLASSIFI	CATION	SPECIFI	CATION					
1)	Tugger Coordi								
1)	Tugger Coordi	nator 91600	03-07	03	8	Ν	N	999	889
1)			03-07	03		N		999	889
1)	Tugger Coordi Classification	91600			8	N	FLSA		
1)		91600 Class	Pay	Unit	8 EEO		FLSA LTE	Job	CIC
,	Classification	91600 Class Code	Pay Range	Unit Code	8 EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
MODI	Classification	91600 Class Code	Pay Range	Unit Code	8 EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
<u>MOD</u> 1)	Classification	91600 Class Code CATION	Pay Range SPECIFI	Unit Code CATION	8 EEO Cat. AND C	FLSA HANGE J	FLSA LTE Code IOB GR(Job Group DUP COD	CIC Code
<u>MOD</u> 1) OLD	Classification	91600 Class Code CATION 90430	Pay Range SPECIFI 03-08	Unit Code CATION 03	8 EEO Cat. AND C	<mark>FLSA</mark> HANGE J N	FLSA LTE Code IOB GR(Job Group DUP COD 283	CIC Code DE 486
<u>MOD</u> 1)	Classification (FY CLASSIFIC Gardener	91600 Class Code CATION	Pay Range SPECIFI	Unit Code CATION	8 EEO Cat. AND C	FLSA HANGE J	FLSA LTE Code IOB GR(Job Group DUP COD	CIC Code
MODI 1) OLD NEW	Classification	91600 Class Code CATION 90430 90430	Pay Range SPECIFI 03-08 03-08	Unit Code CATION 03 03	8 EEO Cat. AND C	FLSA HANGE J N N	FLSA LTE Code IOB GR(N N	Job Group DUP COD 283 999	CIC Code DE 486 486
MODI 1) OLD NEW OLD	Classification (FY CLASSIFIC Gardener	91600 Class Code CATION 90430 90430 90470	Pay Range SPECIFI 03-08 03-08 03-10	Unit Code CATION 03 03 03	8 EEO Cat. AND C 8 8 8	<mark>FLSA</mark> HANGE J N N	FLSA LTE Code IOB GR(N N	Job Group DUP COD 283 999 283	CIC Code DE 486 486 486
MODI 1) OLD NEW	Classification (FY CLASSIFIC Gardener Greenskeeper	91600 Class Code CATION 90430 90430 90470 90470	Pay Range SPECIFI 03-08 03-08	Unit Code CATION 03 03	8 EEO Cat. AND C	FLSA HANGE J N N	FLSA LTE Code IOB GR(N N	Job Group DUP COD 283 999	CIC Code DE 486 486
MODI 1) OLD NEW OLD NEW	Classification (FY CLASSIFIC Gardener	91600 Class Code CATION 90430 90430 90470 90470 r	Pay Range SPECIFI 03-08 03-08 03-10 03-10	Unit Code CATION 03 03 03 03	8 EEO Cat. AND C 8 8 8 8 8 8	FLSA HANGE J N N N	FLSA LTE Code IOB GR(N N N N	Job Group DUP COD 283 999 283 999	CIC Code DE 486 486 486 486 486
MODI 1) OLD NEW OLD NEW	Classification (FY CLASSIFIC Gardener Greenskeeper	91600 Class Code CATION 90430 90430 90470 90470 r 91050	Pay Range SPECIFI 03-08 03-08 03-10 03-10 03-07	Unit Code CATION 03 03 03 03 03	8 EEO Cat. AND C 8 8 8 8 8 8 8	FLSA HANGE J N N N N	FLSA LTE Code IOB GR(N N N N N	Job Group DUP COD 283 999 283 999 283	CIC Code 9E 486 486 486 486 486 486
MODI 1) OLD NEW OLD NEW	Classification IFY CLASSIFIC Gardener Greenskeeper Groundskeeper	91600 Class Code CATION 90430 90430 90470 90470 r 91050 91050	Pay Range SPECIFI 03-08 03-08 03-10 03-10	Unit Code CATION 03 03 03 03	8 EEO Cat. AND C 8 8 8 8 8 8	FLSA HANGE J N N N	FLSA LTE Code IOB GR(N N N N	Job Group DUP COD 283 999 283 999	CIC Code DE 486 486 486 486 486
MODI 1) OLD NEW OLD NEW OLD NEW	Classification (FY CLASSIFIC Gardener Greenskeeper	91600 Class Code CATION 90430 90430 90470 90470 90470 r 91050 91050 ener	Pay Range SPECIFI 03-08 03-08 03-10 03-10 03-10 03-07 03-07	Unit Code CATION 03 03 03 03 03 03 03	8 EEO Cat. AND C 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	FLSA HANGE J N N N N N	FLSA LTE Code IOB GRO N N N N N	Job Group DUP COD 283 999 283 999 283 999	CIC Code 9E 486 486 486 486 486 486 486
MODI 1) OLD NEW OLD NEW OLD NEW	Classification IFY CLASSIFIC Gardener Greenskeeper Groundskeeper	91600 Class Code CATION 90430 90430 90470 90470 r 91050 91050 ener 90460	Pay Range SPECIFI 03-08 03-08 03-10 03-10 03-07 03-07 03-08	Unit Code CATION 03 03 03 03 03 03 03 03	8 EEO Cat. AND C 8 8 8 8 8 8 8 8 8 8 8 8 8 8	FLSA HANGE J N N N N N N	FLSA LTE Code IOB GR(N N N N N N N	Job Group DUP COD 283 999 283 999 283 999 283	CIC Code DE 486 486 486 486 486 486 486 486
MODI 1) OLD NEW OLD NEW OLD NEW	Classification IFY CLASSIFIC Gardener Greenskeeper Groundskeeper Research Gard	91600 Class Code CATION 90430 90430 90470 90470 90470 r 91050 91050 ener	Pay Range SPECIFI 03-08 03-08 03-10 03-10 03-10 03-07 03-07	Unit Code CATION 03 03 03 03 03 03 03	8 EEO Cat. AND C 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	FLSA HANGE J N N N N N	FLSA LTE Code IOB GRO N N N N N	Job Group DUP COD 283 999 283 999 283 999	CIC Code 9E 486 486 486 486 486 486 486
MODI 1) OLD NEW OLD NEW OLD NEW OLD NEW	Classification IFY CLASSIFIC Gardener Greenskeeper Groundskeeper	91600 Class Code CATION 90430 90430 90470 90470 90470 r 91050 91050 ener 90460 90460	Pay Range SPECIFI 03-08 03-08 03-10 03-10 03-07 03-07 03-07 03-08 03-08	Unit Code CATION 03 03 03 03 03 03 03 03 03 03 03	8 EEO Cat. AND C 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	FLSA HANGE J N N N N N N N	FLSA LTE Code IOB GR(N N N N N N N N N	Job Group DUP COD 283 999 283 999 283 999 283 999	CIC Code DE 486 486 486 486 486 486 486 486 486 486
MODI 1) OLD NEW OLD NEW OLD NEW	Classification IFY CLASSIFIC Gardener Greenskeeper Groundskeeper Research Gard	91600 Class Code CATION 90430 90430 90470 90470 r 91050 91050 ener 90460	Pay Range SPECIFI 03-08 03-08 03-10 03-10 03-07 03-07 03-08	Unit Code CATION 03 03 03 03 03 03 03 03	8 EEO Cat. AND C 8 8 8 8 8 8 8 8 8 8 8 8 8 8	FLSA HANGE J N N N N N N	FLSA LTE Code IOB GR(N N N N N N N	Job Group DUP COD 283 999 283 999 283 999 283	CIC Code DE 486 486 486 486 486 486 486 486

	Classification						FLSA		
	Clussification	Class	Pay	Unit	EEO		LTE	Job	CIC
		Code	Range	Code	Cat.	FLSA	Code	Group	Code
REAS	SIGN PAY RA		8					Å	
4)	Automotive E		Fechnician	n-Entry					
ÓLD		83101	03-05	03	5	Ν	Ν	301	505
NEW		83101	03-06	03	5	Ν	Ν	301	505
	Cook 1								
OLD		84401	03-07	03	8	Ν	Ν	253	436
NEW		84401	03-08	03	8	Ν	Ν	253	436
	Cook 2								
OLD		84402	03-08	03	8	Ν	Ν	999	436
NEW		84402	03-09	03	8	N	N	999	436
	Laboratory He				-				
OLD	j	91030	03-05	03	8	Ν	Ν	999	865
NEW		91030	03-06	03	8	N	N	999	865
	Power Plant O			~ -	-				
OLD		77101	03-11	03	7	Ν	Ν	400	695
NEW		77101	03-13	03	, 7	N	N	400	695
	Power Plant O			00	,	1,	1,	100	570
OLD		77103	03-13	03	7	Ν	Ν	400	695
NEW		77103	03-15	03	, 7	N	N	400	695
	Power Plant O			05	,	11	11	100	575
OLD	1 0 m er i lunt O	77102	03-12	03	7	Ν	Ν	400	695
NEW		77102	03-12	03	, 7	N	N	400	695
	Power Plant A		00 14	05	,	14	1	100	075
OLD		77000	03-07	03	8	Ν	Ν	400	695
NEW		77000	03-07	03	8	N	N	400	695 695
	Seamstress/Se		00 07	05	0	14	1	100	075
OLD	Seamstress/Se	88801	03-05	03	8	Ν	Ν	381	666
NEW		88801	03-05	03	8	N	N	381	666
	Seamstress/Se		05-00	05	0	14	11	501	000
OLD	50am50055/50	88802	03-06	03	8	Ν	Ν	381	666
NEW		88802 88802	03-00 03-07	03	8 8	N	N	381	666
⊥┑ ⊥ ⊻₩У	Upholsterer	00002	05-07	05	0	11	1 N	201	000
OLD	Opholsterer	88910	03-09	03	8	Ν	Ν	381	668
NEW		88910	03-09	03	8	N	N	381	668
⊥ ∖⊥' ≀¥¥	Utility Plant O		05-10	05	0	1 N	1 N	201	000
OLD		77700	03-12	03	0	Ν	Ν	400	695
		77700	03-12 03-14	03	8		N	400 400	695 695
NEW		///00	03-14	03	8	Ν	IN	400	095
	Classification						FLSA		
		Class	Pay	Unit	EEO		LTE	Job	CIC
		Code	Range	Code	Cat.	FLSA	Code	Group	Code
DFAS	SIGN PAY RA		U			I LOA	Cout	Group	Cout
<u>reas</u>	Tool Crib Coo		UTAN	JE UIU U	JODE				
OLD	1001 CHU COU	91700	03-08	03	8	Ν	Ν	213	365
		91700 91700	03-08 03-09	03	8 8	N N	N N		305 865
NEW		91/00	03-09	05	0	1 N	IN	213	003

Classifica	ition					FLSA			
	Class	Pay	Unit	EEO		LTE	Job	CIC	
	Code	Range	Code	Cat.	FLSA	Code	Group	Code	
REASSIGN PAY RANGE and MODIFY CLASSIFICATION SPECIFICATION									
3) Locksmith	n-Entry								
OLD	91301	03-09	03	7	Ν	Ν	320	536	
NEW	91301	03-10	03	7	Ν	Ν	320	536	
Locksmith-Journey									
OLD	91302	03-10	03	7	Ν	Ν	320	536	
NEW	91302	03-11	03	7	Ν	Ν	320	536	

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

Effective Date: No. #1, 2, 3, and 4: May 18, 2003