**State of Wisconsin**

# DEPARTMENT OF EMPLOYMENT RELATIONS

*- MERIT RECRUITMENT & SELECTION BULLETIN -*

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| **Date:** | May 19, 2003 | **Subject:** | Classification Plan Changes for Administrative Purposes and Resulting from the WSEU |
| **Locator No:** | MRS-SC-154 | | **Administrative Support Unit** Survey for Phase I Implementation, Limited Implementation of Phases II and III, and Negotiated Pay Range Assignments and Reassignments |

Pursuant to s. 230.09, Wis. 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 **effective date is May 18, 2003**, unless otherwise stated.

1)  Administrative Support Unit Survey – Phase I

The Administrative Support Unit Survey was initiated September 1, 2000, in CLR/SC-117, Survey of Select Classifications in the Administrative Support Unit-Phase One. The classifications originally included were later modified to move the Secretary 1 and Secretary 2 classifications to Phase Two. The non-represented counterpart classifications of Clerical Assistant 2-Conf., Secretary 1 and 2 – Conf., and Word Processing Supervisor 1, 2, and 3 were removed effective May 20, 2001 as a result of the expansion of broadband of these classification in CLR/SC-130. The classification that remain in Phase I are **Clerical Assistant 2**; **Technical Typist Entry, Objective,** and **Senior**; **Typesetting System Input Operator 1** and **2**; **Typist** and **Typist-Lead**; and **Word Processing Operator 1, 2,** and **3**.

This survey was initiated upon the request of state sgencies and the Wisconsin State Employees Union based upon their experienced difficulties with classification and compensation issues within this group of classifications, such as difficulty distinguishing between levels within a series or difficulty recruiting and retaining employees. The goals of the survey sought to address classification, compensation, recruitment, and retention difficulties agencies experienced in regard to these Administrative Support and other related classifications.

The breakdown and number of employees originally included in Phase One of the survey are:

| CLASSIFICATION | S/R | NO. |
|---|---|---|
| Clerical Assistant 2 | 02-07 | 116 |
| Technical Typist-Entry | 02-07 | 0 |
| Technical Typist-Objective | 02-08 | 3 |
| Technical Typist-Senior | 02-08 | 28 |
| Typesetting System Input Operator 1 | 02-09 | 0 |
| Typesetting System Input Operator 2 | 02-10 | 2 |
| Typist | 02-07 | 24 |
| Typist Lead | 02-08 | 2 |
| Word Processing Operator 1 | 02-07 | 15 |
| Word Processing Operator 2 | 02-08 | 71 |
| Word Processing Operator 3 | 02-09 | 3 |
| **TOTAL** | | **264** |

Agencies and the WSEU were asked to identify problems within the Administrative Support classifications in Phase One.   The problem identification information submitted indicated that the entry pay and parking costs are a problem for the Madison area, there appears to be a lack of interest of applicants, presumably because of the salary, and most of the numerous applicants certified for vacancies are not interested.  The classification specifications do not adequately address the complexity associated with technological advancements and working extensively in an electronic work environment.  The scope of the program knowledge of some positions does not appear to be considered.  Opportunities for a reclassification are minimal for positions in very small agencies and there are spotty areas of retention problems.

The DER staff audited approximately 25 positions (11%) and agency staff audited additional positions.  The new classifications are:

| CLASSIFICATION | S/R |
|---|---|
| Clerical Assistant | 02-07 |
| Document Production Assistant | 02-08 |
| Document Production Assistant Lead | 02-09 |
| Technical Typist | 02-08 |
| Technical Typist - Senior | 02-09 |
| Typesetting Input Operator | 02-10 |

2)    Administrative Support Survey - Phase II and III – Limited Implementation

There was limited implementation of Phase II and III of the ASU Survey.   In response to the University of Wisconsin System request, a review of Dean Support positions resulted in the creation of the **Dean Assistant** classification.  The Dean Assistant classification incorporates approximately 33 Program Assistant 1-4 and Secretary 1-2 positions that provide primary support to a Non-Doctoral Dean.  The resulting Dean Assistant classification allows for uniform classification application among the non-doctoral campuses.

The **Medical Program Assistant**, **Medical Program Assistant Associate**, **Medical Program Assistant Senior** and **Medical Staff Assistant** classifications were also implemented to recognize the unique nature of medical school positions providing support in a clinic setting.  The Medical Program Assistant, Medical Program Assistant Associate, Medical Program Assistant Senior, and Medical Staff Assistant, approximately 200 positions, incorporate Program Assistant 1-4 classifications that provide primary staff assistance to a physician and/or medical program.

Reallocation notices are required to make these classification changes.

3)  Creation of a new classification

As part of contract negotiations, create the classification and pay range assignment for **Unemployment Compensation Associate**.

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

As 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 changes related actions are pay range reassignments resulting from the contract negotiations.  The classifications impacted include the creation of the **Corrections Communication Operator**, impacting 8 positions, the pay range reassignment for the **Employment Security Assistant** series, impacting approximately 200 positions, **Legal Assistant** series, impacting 10 positions, **Legal**

**Secretary** series, impacting approximately 160 positions, **Tourist Information Assistant 3**, impacting 7 positions, the **Unemployment Compensation Associate** series, impacting approximately 25 positions, and the **Coding Technician** series, impacting 8 positions.

For numbers 1, 2, and 4 above for administrative purposes, DER changed Job Group codes or CIC codes as needed.  For numbers 1 3, and 4 above the Department of Administration Central Payroll and UW Central Payroll will automate reallocation notices for these changes.  Questions may be directed to Kris Chilsen at (608) 266-7569.

**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) firstname.lastname@der.state.wi.us.

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

| Classification | Class Code | Pay Range | Unit Code | EEO Cat. | FLSA | FLSA LTE Code | Job Group | CIC Code |
|---|---|---|---|---|---|---|---|---|
| **ABOLISH** | | | | | | | | |
| 1)     Clerical Assistant 2 | | | | | | | | |
| 16102 | 02-07 | 02 | 6 | N | N | 200 | 313 | |
| Technical Typist-Entry | | | | | | | | |
| 17301 | 02-07 | 02 | 6 | N | N | 200 | 315 | |
| Technical Typist-Objective | | | | | | | | |
| 17302 | 02-08 | 02 | 6 | N | N | 200 | 315 | |
| Technical Typist-Senior | | | | | | | | |
| 17303 | 02-09 | 02 | 6 | N | N | 200 | 315 | |
| Typesetting System Input Operator 1 | | | | | | | | |
| 17151 | 02-08 | 02 | 6 | N | N | 200 | 315 | |
| Typesetting System Input Operator 2 | | | | | | | | |
| 17152 | 02-10 | 02 | 6 | N | N | 200 | 315 | |
| Typist | | | | | | | | |
| 17200 | 02-07 | 02 | 6 | N | N | 200 | 315 | |
| Typist Lead | | | | | | | | |

| Classification | Class Code | Pay Range | Unit Code | EEO Cat. | FLSA | FLSA LTE Code | Job Group | CIC Code |
|---|---|---|---|---|---|---|---|---|
| | 17210 | 02-08 | 02 | 6 | N | N | 200 | 315 |
| Word Processing Operator 1 | | | | | | | | |
| | 17551 | 02-07 | 02 | 6 | N | N | 200 | 315 |
| Word Processing Operator 2 | | | | | | | | |
| | 17552 | 02-08 | 02 | 6 | N | N | 200 | 315 |
| Word Processing Operator 3 | | | | | | | | |
| | 17553 | 02-09 | 02 | 6 | N | N | 200 | 315 |

**CREATE**

| Classification | Class Code | Pay Range | Unit Code | EEO Cat. | FLSA | FLSA LTE Code | Job Group | CIC Code |
|---|---|---|---|---|---|---|---|---|
| 1)   Clerical Assistant | | | | | | | | |
| | 16100 | 02-07 | 02 | 6 | N | N | 200 | 379 |
| 4)   Corrections Communication Operator | | | | | | | | |
| | 66100 | 02-11 | 02 | 6 | N | N | 200 | 323 |
| 2)   Dean Assistant | | | | | | | | |
| | 18060 | 02-11 | 02 | 6 | N | N | 200 | 313 |
| 1)   Document Production Assistant | | | | | | | | |
| | 17401 | 02-08 | 02 | 6 | N | N | 200 | 315 |
| Document Production Assistant Lead | | | | | | | | |
| | 17402 | 02-09 | 02 | 6 | N | N | 200 | 315 |
| 2)   Medical Program Assistant | | | | | | | | |
| | 23001 | 02-09 | 02 | 6 | N | N | 200 | 336 |
| Medical Program Assistant-Associate | | | | | | | | |
| | 23002 | 02-10 | 02 | 6 | N | N | 200 | 336 |
| Medical Program Assistant-Senior | | | | | | | | |
| | 23003 | 02-11 | 02 | 6 | N | N | 200 | 336 |
| Medical Staff Assistant | | | | | | | | |
| | 23000 | 02-12 | 02 | 6 | N | N | 187 | 447 |
| 1)   Technical Typist | | | | | | | | |
| | 17361 | 02-08 | 02 | 6 | N | N | 200 | 315 |
| Technical Typist-Senior | | | | | | | | |
| | 17362 | 02-09 | 02 | 6 | N | N | 200 | 315 |
| Typesetting Input Operator | | | | | | | | |
| | 17100 | 02-10 | 02 | 6 | N | N | 200 | 385 |
| 3)   Unemployment Compensation Associate 3 | | | | | | | | |
| | 19703 | 02-14 | 02 | 5 | N | N | 187 | 336 |

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

**PAY RANGE REASSIGNMENT**

4) Legal Assistant-Entry

| | Class Code | Pay Range | Unit Code | EEO Cat. | FLSA | FLSA LTE Code | Job Group | CIC Code |
|---|---|---|---|---|---|---|---|---|
| **OLD** | 19201 | **02-11** | 2 | 5 | N | N | 187 | 234 |
| **NEW** | 19201 | **02-12** | 2 | 5 | N | N | 187 | 234 |

Legal Assistant-Objective

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **OLD** | 19202 | **02-12** | 2 | 5 | N | N | 187 | 234 |
| **NEW** | 19202 | **02-13** | 2 | 5 | N | N | 187 | 234 |

Legal Secretary-Objective

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **OLD** | 18101 | **02-10** | 2 | 6 | N | N | 187 | 234 |
| **NEW** | 18101 | **02-11** | 2 | 6 | N | N | 187 | 234 |

Legal Secretary-Advanced

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **OLD** | 18102 | **02-11** | 2 | 6 | N | N | 187 | 234 |
| **NEW** | 18102 | **02-12** | 2 | 6 | N | N | 187 | 234 |

Tourist Information Assistant 3

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **OLD** | 19913 | **02-10** | 2 | 6 | N | N | 187 | 323 |
| **NEW** | 19913 | **02-11** | 2 | 6 | N | N | 187 | 323 |

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

**PAY RANGE REASSIGNMENT AND CIC CODE CHANGE**

4) Employment Security Assistant 1

| | Class Code | Pay Range | Unit Code | EEO Cat. | FLSA | FLSA LTE Code | Job Group | CIC Code |
|---|---|---|---|---|---|---|---|---|
| **OLD** | 19031 | **02-08** | 2 | 6 | N | N | 138 | **316** |
| **NEW** | 19031 | **02-09** | 2 | 6 | N | N | 138 | **336** |

Employment Security Assistant 2

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **OLD** | 19032 | **02-09** | 2 | 6 | N | N | 138 | **316** |
| **NEW** | 19032 | **02-10** | 2 | 6 | N | N | 138 | **336** |

Employment Security Assistant 3

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **OLD** | 19033 | **02-10** | 2 | 6 | N | N | 138 | **316** |
| **NEW** | 19033 | **02-11** | 2 | 6 | N | N | 138 | **336** |

Employment Security Assistant 4

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **OLD** | 19034 | **02-11** | 2 | 6 | N | N | 138 | **316** |
| **NEW** | 19034 | **02-12** | 2 | 6 | N | N | 138 | **336** |

Unemployment Compensation Associate 1

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **OLD** | 19701 | **02-11** | 2 | 5 | N | N | 187 | **316** |
| **NEW** | 19701 | **02-12** | 2 | 5 | N | N | 187 | **336** |

Unemployment Compensation Associate 2

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **OLD** | 19702 | **02-12** | 2 | 5 | N | N | 187 | **316** |
| **NEW** | 19702 | **02-13** | 2 | 5 | N | N | 187 | **336** |

| **Classification** | **Class Code** | **Pay Range** | **Unit Code** | **EEO Cat.** | **FLSA** | **FLSA LTE Code** | **Job Group** | **CIC Code** |
|---|---|---|---|---|---|---|---|---|
| **PAY RANGE REASSIGNMENT, JOB GROUP AND CIC CODE CHANGE** | | | | | | | | |
| 4)    Coding Technician | | | | | | | | |
| **OLD** | 36301 | **02-11** | 2 | 3 | N | N | **134** | **205** |
| **NEW** | 36301 | **02-12** | 2 | 3 | N | N | **200** | **336** |
| | | | | | | | | |
| Coding Technician-Senior | | | | | | | | |
| **OLD** | 36302 | **02-12** | 2 | 3 | N | N | **134** | **205** |
| **NEW** | 36302 | **02-13** | 2 | 3 | N | N | **200** | **336** |
| | | | | | | | | |
| Coding Technician-Advanced | | | | | | | | |
| **OLD** | 36303 | **02-13** | 2 | 3 | N | N | **134** | **205** |
| **NEW** | 36303 | **02-14** | 2 | 3 | N | N | **200** | **336** |

**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