

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT & SELECTION BULLETIN -

**Date:** May 19, 2003

**Locator No:** MRS-SC-155

**Subject:** Classification Plan Changes for Administrative Purposes and Resulting from WSEU **Professional Social Services Unit** 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. As part of class plan administration, the classifications of **Job Service Analyst 1, 2, 3, and 4** are re-titled to **Employment and Training Analyst 1, 2, 3, and 4**. As part of contract negotiations, the pay ranges are reassigned for the classifications of **Employment and Training Analyst 1, 2, 3, and 4**.
2. As part of contract negotiations, the pay ranges are reassigned for the classifications of: **Client Services Specialist-Senior; Community Integration Specialist; Crisis Intervention Worker; Disability Claims Reviewer; Disability Claims Specialist; Disability Determination Specialist-Entry, and -Objective; Experiential Recreation Specialist Entry, and -Objective; Licensing/Certification Specialist, Psychological Services Associate-Entry and -Objective; Recreation Leader-Entry and -Objective; Rehabilitation Case Manager-Objective and -Senior; Veterans Employment and Training Specialist; Victim Services Specialist 1; and Volunteer Coordinator**.
3. As part of class plan administration, the classifications of **Offender Class Specialist-Entry and -Objective** to and **Vocational Rehab Counselor-Entry and -Objective** are re-titled to **Offender Class Specialist (A) and (B) and Vocational Rehab Counselor (A) and (B)**. As part of contract negotiations, the following classifications are modified and assigned to an automatic progression series: **Offender Class Specialist (A) and (B)**; and in addition, the **Vocational Rehab Counselor-In Training; and Vocational Rehab Counselor (A) and (B) classifications** are reassigned to a new pay range.
4. As part of classification plan administration, DER is abolishing **Industry and Labor Training Coordinator 1 and 2, Job Service Counselor 1, 2, 3, 4, and 5; Job Service Specialist 1, 2, 3, and 4; and Labor Market Analyst 1, 2, 3, and 4** and creating the classifications of **Apprenticeship Training Representative (A), (B), and (C); Employment and Training Counselor (A), (B), and (C), Employment and Training Specialist (A), (B), and Lead; and Labor Market Analyst (A), (B), and (C)**. As part of contract negotiations these classifications are reassigned to an automatic pay progression series, with the exception of the **Employment and Training Specialist Lead**.

A comprehensive list of number 1, 2, 3, and 4 changes can be found below including administrative changes such as class codes and CIC codes. The Department of Administrative Central Payroll will automate reallocation notices for these changes. Any questions should 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 DCLR 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](mailto:firstname.lastname@der.state.wi.us).

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

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA	Job Group	CIC Code
						LTE Code		
<b><u>ABOLISH</u></b>								
4) Industry & Labor Training Coordinator 1	48011	12-04	12	2	E	N	020	163
Industry & Labor Training Coordinator 2	48012	12-05	12	2	E	N	020	163
Job Service Counselor 1	48601	12-02	12	2	M	N	020	163
Job Service Counselor 2	48602	12-03	12	2	E	N	020	163
Job Service Counselor 3	48603	12-04	12	2	E	N	020	163
Job Service Counselor 4	48604	12-05	12	2	E	N	020	163
Job Service Counselor 5	48605	12-07	12	2	E	N	020	163
Job Service Specialist 1	48201	12-02	12	2	N	N	020	027
Job Service Specialist 2	48202	12-03	12	2	N	N	020	027
Job Service Specialist 3	48203	12-04	12	2	N	N	020	027
Job Service Specialist 4	48204	12-05	12	2	N	N	020	027

Labor Market Analyst 1	48801	12-02	12	2	M	N	044	026
Labor Market Analyst 2	48802	12-03	12	2	E	N	044	026
Labor Market Analyst 3	48803	12-04	12	2	E	N	044	026
Labor Market Analyst 4	48804	12-05	12	2	E	N	044	026

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
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**CLASS TITLE CHANGE AND MODIFY TO AUTOMATIC PROGRESSION SERIES CLASSIFICATIONS**

3)

<b>OLD Offender Class Specialist-Entry</b>	51601	12-06	12	2	E	N	112	174
<b>NEW Offender Class Specialist (A)</b>	51601	12-06	12	2	E	N	112	174
<b>OLD Offender Class Specialist-Objective</b>	51602	12-07	12	2	E	N	112	174
<b>NEW Offender Class Specialist (B)</b>	51602	12-07	12	2	E	N	112	174

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
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**CLASS TITLE CHANGE, MODIFY TO AUTOMATIC PROGRESSION CLASSIFICATIONS AND PAY RANGE REASSIGNMENT**

3)

<b>OLD Vocational Rehab Counselor-Entry</b>	49162	12-05	12	2	E	N	112	163
<b>NEW Vocational Rehab Counselor (A)</b>	49162	12-07	12	2	E	N	112	163
<b>OLD Vocational Rehab Counselor-Objective</b>	49163	12-07	12	2	E	N	112	163
<b>NEW Vocational Rehab Counselor (B)</b>	49163	12-08	12	2	E	N	112	163

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
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**CLASS TITLE CHANGE AND PAY RANGE REASSIGNMENT**

1)

<b>OLD Job Service Analyst 1</b>	48301	12-04	12	2	E	N	020	027
<b>NEW Employment and Training Analyst 1</b>	48301	12-07	12	2	E	N	020	027
<b>OLD Job Service Analyst 2</b>	48302	12-05	12	2	E	N	020	027

<b>NEW</b>	<b>Employment and Training Analyst 2</b>	48302	<b>12-07</b>	12	2	E	N	020	027
<b>OLD</b>	<b>Job Service Analyst 3</b>	48303	<b>12-06</b>	12	2	E	N	020	027
<b>NEW</b>	<b>Employment and Training Analyst 3</b>	48303	<b>12-07</b>	12	2	E	N	020	027
<b>OLD</b>	<b>Job Service Analyst 4</b>	48304	<b>12-07</b>	12	2	E	N	020	027
<b>NEW</b>	<b>Employment and Training Analyst 4</b>	48304	<b>12-08</b>	12	2	E	N	020	027

<b>Classification</b>		<b>Class Code</b>	<b>Pay Range</b>	<b>Unit Code</b>	<b>EEO Cat.</b>	<b>FLSA</b>	<b>FLSA LTE Code</b>	<b>Job Group</b>	<b>CIC Code</b>
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**CREATE**

4)	Apprenticeship Training Representative (A)	48001	12-05	12	2	E	N	020	163
	Apprenticeship Training Representative (B)	48002	12-06	12	2	E	N	020	163
	Apprenticeship Training Representative (C)	48003	12-07	12	2	E	N	020	163
	Employment & Training Counselor (A)	48661	12-04	12	2	E	N	020	163
	Employment & Training Counselor (B)	48662	12-05	12	2	E	N	020	163
	Employment & Training Counselor (C)	48663	12-06	12	2	E	N	020	163
	Employment & Training Specialist (A)	48261	12-04	12	2	N	N	020	27
	Employment & Training Specialist (B)	48262	12-05	12	2	N	N	020	27
	Employment & Training Specialist Lead	48263	12-06	12	2	N	N	020	027
	Labor Market Analyst (A)	48861	12-04	12	2	E	N	044	026
	Labor Market Analyst (B)	48862	12-05	12	2	E	N	044	026
	Labor Market Analyst (C)	48863	12-06	12	2	E	N	044	026

<b>Classification</b>		<b>Class Code</b>	<b>Pay Range</b>	<b>Unit Code</b>	<b>EEO Cat.</b>	<b>FLSA</b>	<b>FLSA LTE Code</b>	<b>Job Group</b>	<b>CIC Code</b>
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**MODIFY TO AUTOMATIC PROGRESSION CLASSIFICATION AND PAY RANGE**

**REASSIGNMENT**

3)	Vocational Rehab Counselor-In Training								
<b>OLD</b>		49161	<b>12-04</b>	12	2	N	N	112	163
<b>NEW</b>		49161	<b>12-06</b>	12	2	N	N	112	163

Classification		Class	Pay	Unit	EEO	FLSA	FLSA	Job	CIC
		Code	Range	Code	Cat.		LTE	Group	Code
							Code		
<b>REASSIGN PAY RANGE</b>									
2)	Client Services Specialist-Senior								
<b>OLD</b>		50673	<b>12-06</b>	12	2	N	N	112	174
<b>NEW</b>		50673	<b>12-07</b>	12	2	N	N	112	174
	Disability Claims Reviewer								
<b>OLD</b>		49260	<b>12-07</b>	12	2	N	N	226	375
<b>NEW</b>		49260	<b>12-08</b>	12	2	N	N	226	375
	Disability Claims Specialist								
<b>OLD</b>		49270	<b>12-08</b>	12	2	N	N	226	375
<b>NEW</b>		49270	<b>12-09</b>	12	2	N	N	226	375
	Disability Determination Specialist-Entry								
<b>OLD</b>		49201	<b>12-05</b>	12	2	N	N	226	375
<b>NEW</b>		49201	<b>12-06</b>	12	2	N	N	226	375
	Disability Determination Specialist-Objective								
<b>OLD</b>		49202	<b>12-06</b>	12	2	N	N	226	375
<b>NEW</b>		49202	<b>12-07</b>	12	2	N	N	226	375
	Experiential Recreation Specialist-Entry								
<b>OLD</b>		53401	<b>12-02</b>	12	2	N	N	112	175
<b>NEW</b>		53401	<b>12-03</b>	12	2	N	N	112	175
	Experiential Recreation Specialist-Objective								
<b>OLD</b>		53402	<b>12-03</b>	12	2	N	N	112	175
<b>NEW</b>		53402	<b>12-04</b>	12	2	N	N	112	175
	Licensing/Certification Specialist								
<b>OLD</b>		53360	<b>12-06</b>	12	2	E	N	112	174
<b>NEW</b>		53360	<b>12-07</b>	12	2	E	N	112	174
	Psychological Services Associate-Entry								
<b>OLD</b>		52501	<b>12-03</b>	12	2	N	N	112	167
<b>NEW</b>		52501	<b>12-04</b>	12	2	N	N	112	167
	Psychological Services Associate-Objective								
<b>OLD</b>		52502	<b>12-05</b>	12	2	E	N	112	167
<b>NEW</b>		52502	<b>12-06</b>	12	2	E	N	112	167
	Recreation Leader-Entry								
<b>OLD</b>		39501	<b>12-02</b>	12	5	N	N	112	175
<b>NEW</b>		39501	<b>12-03</b>	12	5	N	N	112	175
	Recreation Leader-Objective								
<b>OLD</b>		39502	<b>12-03</b>	12	5	N	N	112	175
<b>NEW</b>		39502	<b>12-04</b>	12	5	N	N	112	175
	Rehabilitation Case Manager-Objective								
<b>OLD</b>		52701	<b>12-04</b>	12	2	E	N	112	163
<b>NEW</b>		52701	<b>12-05</b>	12	2	E	N	112	163
	Rehabilitation Case Manager-Senior								
<b>OLD</b>		52702	<b>12-05</b>	12	2	E	N	112	163
<b>NEW</b>		52702	<b>12-06</b>	12	2	E	N	112	163
	Victim Services Specialist 1								
<b>OLD</b>		53901	<b>12-04</b>	12	2	E	N	112	174
<b>NEW</b>		53901	<b>12-05</b>	12	2	E	N	112	174

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

**REASSIGN PAY RANGE AND CLASS CODE**

2)	Community Integration Specialist							
<b>OLD</b>	<b>53320</b>	<b>12-06</b>	12	2	E	N	112	174
<b>NEW</b>	<b>53300</b>	<b>12-07</b>	12	2	E	N	112	174
	Crisis Intervention Worker							
<b>OLD</b>	<b>53330</b>	<b>12-06</b>	12	2	E	N	112	174
<b>NEW</b>	<b>53400</b>	<b>12-07</b>	12	2	E	N	112	174

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

**REASSIGN PAY RANGE AND CIC CODE**

2)	Veterans Employment and Training Specialist							
<b>OLD</b>	07270	<b>12-03</b>	12	2	E	N	019	<b>026</b>
<b>NEW</b>	07270	<b>12-04</b>	12	2	E	N	019	<b>163</b>
	Volunteer Coordinator							
<b>OLD</b>	23700	<b>12-03</b>	12	2	E	N	112	<b>174</b>
<b>NEW</b>	23700	<b>12-04</b>	12	2	E	N	112	<b>175</b>

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**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