

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT & SELECTION BULLETIN -

Date: June 2, 2003

Locator No: MRS-SC-161

Subject: Classification Plan Changes Resulting from Negotiated Pay Range Reassignments for WSEU **Blue Collar** and **Law Enforcement** Bargaining Units and for Administrative Purposes for Classification Simplification and Specification Modification for the **Technical** and **Professional Social Services** Bargaining Units.

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 **effective date is June 1, 2003**, unless otherwise stated.

1. As part of contract negotiations, the pay ranges are reassigned for the classifications of: **Auto Equipment Technician-Entry, Custodian, Farm Laborer, Food Service Assistant 1, Laboratory Helper, Laundry Worker, Motor Vehicle Operator-Light, Seamstress/Seamer 1, Shipping and Mailing Clerk 1, and Stock Clerk**. The Department of Administration Central Payroll and University of Wisconsin Central Payroll will automate these transactions.
2. As part of contract negotiations, the pay range is reassigned for the **Police Communications Operator** effective **May 18, 2003**. The Department of Administration Central Payroll and University of Wisconsin Central Payroll will automate these transactions.
3. The following changes result from DER collapsing and modifying classifications. The modifications eliminate unused classifications and update old classification specification language. Agencies should process manual Reallocation Notices for employees impacted by the following transactions.
 - A. Classifications in the WSEU-Technical bargaining unit affected by the modifications are the **Cytopreparation Technician** series, **Electroencephalograph Technician** series, **Environmental Lab Technician** series, **Exhibits Technician** series, **Histology Technician** series, **Licensed Practical Nurse** series, **Microfilm Technician** series, **Ophthalmic Assistant** series, **Phlebotomist** series, **Physical Therapy Assistant** series, and the **Soil Technician** series.
 - B. The classification in the Professional Social Services bargaining unit is the **Employment and Training Analyst** series.

Questions for 1, 2, and 3A above may be directed to Tom Sandine at (608) 267-5160. Questions for 3B above may be directed to Kris Chilsen at (608) 266-7569.

NOTE: Following are corrections for previous contract change bulletins effective May 18, 2003:

1. MRS-SC-153, Blue Collar Unit, page 5 under "Reassign Pay Range" for the *Automotive Equipment Technician-Entry*, the EEO Cat. should be **8** instead of 5 for both the Old and New.

2. MRS-SC-154, Administrative Support Unit, page one in chart, *Technical Typist-Senior* should be in S/R **02-09** instead of 02-08.
3. MRS-SC-154, Administrative Support Unit, page two, number 2), second paragraph, the *Medical Program Assistant* and *Staff Assistant* classifications should read “. . .to recognize the unique nature of **positions in a clinical setting within the UW system.** . . .” instead of “. . .to recognize the unique nature of medical school positions . . .”
4. MRS-SC-155, Professional Social Services Unit, page 3, under “Class Title Change and Modify to Automatic Progression Series and Pay Range Reassignment” the old titles should be **Vocational Rehab Counselor** and **Vocational Rehab Counselor-Senior** instead of Vocational Rehab Counselor-Entry and Vocational Rehab Counselor-Objective.
5. MRS-SC-158, WPEC Broadbanding and Class Collapsing Study, page 7, under “Create” the Job Group Code for *Health Care Rate Analyst* should be **016** instead of 019.
6. MRS-SC-158, WPEC Broadbanding and Class Collapsing Study, page 22, under “Reassign Pay Range and Class Code”, the FLSA Code for *Revenue Agent 4* should be **E**[xempt] instead of **N**[onexempt] for the old and new.

Internet Availability:

The target date for the availability of classification specifications from this bulletin on the DER Web Page is June 16, 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.

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

	34782	06-09	06	3	N	N	134	208
Phlebotomist - Entry	35461	06-11	06	3	N	N	134	446
Phlebotomist – Objective	35462	06-11	06	3	N	N	134	446
Physical Therapy Assistant – Entry	39861	06-11	06	3	N	N	262	446
Physical Therapy Assistant- Objective	39862	06-13	06	3	N	N	262	446
Soil Technician-Objective	34501	06-08	06	3	E	N	147	223
Soil Technician-Senior	34502	06-09	06	3	N	N	147	223

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

CREATE

3A)	Cytopreparation Technician	35000	06-08	06	3	N	N	134	203
	Electroencephalograph Technician	35100	06-13	06	3	N	N	134	208
3B)	Employment & Training Analyst Entry	48361	12-07	12	2	E	N	020	027
	Employment & Training Analyst Objective	48362	12-08	12	2	E	N	020	027
3A)	Environmental Lab Technician	35001	06-08	06	3	N	N	147	203
	Environmental Lab Technician-Senior	35002	06-09	06	3	N	N	147	203
	Exhibits Technician	63400	06-11	06	3	N	N	127	235
	Histology Technician	35061	06-11	06	3	N	N	147	203
	Histology Technician-Senior	35062	06-12	06	3	N	N	147	203
	Licensed Practical Nurse	38500	06-13	06	3	N	N	134	207
	Phlebotomist	35400	06-11	06	3	N	N	134	208
	Microfilm Technician	62101	06-08	06	3	N	N	127	774
	Microfilm Technician-Senior	62102	06-09	06	3	N	N	127	774
	Ophthalmic Assistant	35070	06-09	06	3	N	N	134	208
	Physical Therapy Assistant	39860	06-13	06	3	N	N	262	446
	Soil Technician	45000	06-09	06	3	N	N	147	225

Classification		Class	Pay	Unit	EEO	FLSA	FLSA	Job	CIC
		Code	Range	Code	Cat.	FLSA	LTE	Group	Code
							Code		
REASSIGN PAY RANGE									
1)	Auto Equipment Technician-Entry								
OLD		83101	03-06	03	8	N	N	301	505
NEW		83101	03-07	03	8	N	N	301	505
	Custodian								
OLD		89161	03-06	03	8	N	N	999	453
NEW		89161	03-07	03	8	N	N	999	453
	Farm Laborer								
OLD		90260	03-06	03	8	E	N	999	479
NEW		90260	03-07	03	8	E	N	999	479
	Food Service Assistant 1								
OLD		84801	03-06	03	8	N	N	253	439
NEW		84801	03-07	03	8	N	N	253	439
	Laboratory Helper								
OLD		91030	03-06	03	8	N	N	999	865
NEW		91030	03-07	03	8	N	N	999	865
	Laundry Worker								
OLD		86501	03-06	03	8	N	N	999	748
NEW		86501	03-07	03	8	N	N	999	748
	Motor Vehicle Operator-Light								
OLD		80401	03-06	03	8	N	N	999	804
NEW		80401	03-07	03	8	N	N	999	804
2)	Police Communications Operator								
OLD		81500	36-12	36	4	N	N	212	353
NEW		81500	36-42	36	4	N	N	212	353
1)	Seamstress/Seamer 1								
OLD		88801	03-06	03	8	N	N	381	666
NEW		88801	03-07	03	8	N	N	381	666
	Shipping and Mailing Clerk 1								
OLD		20161	03-06	03	8	N	N	213	364
NEW		20161	03-07	03	8	N	N	213	364
	Stock Clerk								
OLD		20860	03-06	03	8	N	N	213	365
NEW		20860	03-07	03	8	N	N	213	365

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

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