

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

*DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN*

**Date:** April 5, 2004

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0021-MRS-SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is April 4, 2004**, unless otherwise stated.

1. *Abolish* the **Commodity Inspection Manager; Corrections Health & Wellness Supervisor; Deputy Director, Office of Strategic Finance; Director, Alliance for a Drug Free WI; Director, Child Protective Services System; Director, Governor's Office of Work Force Excellence; Director, Office of School to Work Transition; Revenue Legal Office Manager; Revenue Tax Specialist Confidential; Staff Support Supervisor; Superintendent, Prairie du Chien Juvenile Corrections Facility; Superintendent, Youth Leadership Facility; and Work Based Learning Board Supervisor** classifications, **effective April 4, 2004**, as these are all single person classes and the positions no longer exist in respective agencies. No reallocation notices are required for this action. Questions may be directed to Leean White at (608) 267-0344.
2. *Change* the **Job Group Code**, **effective April 4, 2004**, for the following classifications: **Area Administrator; DOT Real Estate Chief; DOT Technical Services Chief; Employee Benefit Plan Policy Advisor-Entry; Executive Staff Assistant; Executive Staff Assistant Supervisor; Human Services Area Coordinator; Institution Complaint Examiner; Insurance Program Specialist, Insurance Program Specialist-Objective, Insurance Program Specialist-Senior; Legislative Liaison; Lottery Supervisor; and Public Health Education Supervisor**. These codes are being changed at the request of the Division of Affirmative Action. Reallocation notices are not required for these actions. Questions may be directed to Demetri Fisher at (608) 266-3017.
3. *Change the classification series title* **Military Affairs Security Guard**, **effective April 4, 2004**, to Military Affairs Security **Officer** series. No reallocations need to be processed to implement this classification action. Questions may be directed to Stacie Meyer at (608) 267-1013.
4. *Change the classification title* **Military Affairs Security Guard Supervisor**, **effective April 4, 2004**, to Military Affairs Security **Officer** Supervisor. No reallocations need to be processed to implement this classification action. Questions may be directed to Stacie Meyer at (608) 267-1013.
5. *Modify* the **Community Treatment Specialist** classification specification, **effective April 4, 2004**, to include reference to jobs within the Department of Military Affairs. No reallocations need to be processed to implement this classification action. Questions may be directed to Leean White at (608) 267-0344.
6. *Modify* the **Dean Assistant** classification specification, **effective April 4, 2004**, to clarify that these positions provide administrative support to an Academic Dean who has responsibility for a school or college that offers its own independent courses where a degree is granted. No reallocation notices are required. Questions may be directed to Dean Paynter at (608) 266-1014.
7. *Modify* the **Social Worker** classification specification, **effective April 4, 2004**, to eliminate references to positions in the Department of Military Affairs. This series is no longer used to

describe positions that provide counseling services to youth in the Challenge Academy. No reallocation notices are required. Questions may be directed to Leean White at (608) 267-0344.

8. *Modify* the **Substance Abuse Counselor** classification specification, **effective April 4, 2004**, at the request of the Department of Corrections (DOC) in order to include positions that provide direct paraprofessional substance abuse treatment services to inmates in a multi-disciplinary treatment planning process at the new Chippewa Valley Correctional Institution. Reallocation notices are not required for this action. Questions may be directed to Kris Chilsen at (608) 266-7560.
9. *Modify* the **Technical Writer – Senior** classification specification, **effective April 4, 2004**, to remove the reference to leadworker duties as the concept is no longer used. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.

**Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER Web Page is April 19, 2004. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Debra Bower at (608) 267-5162

**Alphabetical Listing of Classifications:**

The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER Web Page at <http://oscr/state.wi.us>. Go to the reference center tab and then Alphabetical Listing of Classifications. 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 Wil Mickelson at (608) 266-0714 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 OSER Fax number (608) 267-1000 or by e-mail at (using the analyst's name) [firstname.lastname@oscr.state.wi.us](mailto:firstname.lastname@oscr.state.wi.us).

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

1)	Commodity Inspection Manager	70130	81-02	98	2	E	N	003	022
	Corrections Health & Wellness Supervisor	14820	81-03	17	2	E	N	112	027
	Deputy Director, Office of Strategic Finance	09318	81-01	19	1	E	N	001	007
	Director, Alliance for a Drug Free WI	07720	81-01	19	1	E	N	001	005
	Director, Child Protective Services System	52940	81-01	19	1	E	N	001	005
	Director, Governor's Office of Work Force Excellence	09550	81-01	19	1	E	N	001	014
	Director, Office of School to Work Transition	09590	81-01	19	1	E	N	001	014
	Revenue Legal Office Manager	06900	81-03	17	2	E	N	003	005
	Revenue Tax Specialist Confidential	01110	81-02	99	2	E	N	016	023
	Staff Support Supervisor	07030	81-04	17	2	E	N	019	026
	Superintendent, Prairie du Chien Juvenile Corrections Facility	53700	81-01	19	1	E	N	001	006
	Superintendent, Youth Leadership Facility	49600	81-02	19	1	E	N	001	005
	Work Based Learning Board Supervisor	02680	81-03	17	2	E	N	016	025

Classification		Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
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**CHANGE THE JOB GROUP CODE**

2)	Area Administrator								
	<b>Old</b>	49840	81-03	17	2	E	N	<b>003</b>	005
	<b>New</b>	49840	81-03	17	2	E	N	<b>019</b>	005

DOT Real Estate Chief								
<b>Old</b>	24070	81-02	98	2	E	N	<b>001</b>	018
<b>New</b>	24070	81-02	98	2	E	N	<b>159</b>	018
DOT Technical Services Chief								
<b>Old</b>	24040	81-02	98	2	E	N	<b>001</b>	005
<b>New</b>	24040	81-02	98	2	E	N	<b>003</b>	005
Employee Benefit Plan Policy Advisor-Entry								
<b>Old</b>	08611	81-04	99	2	M	N	<b>016</b>	025
<b>New</b>	08611	81-04	99	2	M	N	<b>020</b>	025
Executive Staff Assistant								
<b>Old</b>	07210	81-04	97	5	M	N	<b>019</b>	026
<b>New</b>	07210	81-04	97	5	M	N	<b>187</b>	026
Executive Staff Assistant Supervisor								
<b>Old</b>	07310	81-04	96	5	E	N	<b>019</b>	026
<b>New</b>	07310	81-04	96	5	E	N	<b>187</b>	026
Human Services Area Coordinator								
<b>Old</b>	07570	07-03	07	2	E	N	<b>003</b>	026
<b>New</b>	07570	07-03	07	2	E	N	<b>019</b>	026
Institution Complaint Examiner								
<b>Old</b>	08700	81-04	99	2	N	N	<b>019</b>	036
<b>New</b>	08700	81-04	99	2	N	N	<b>112</b>	036
Insurance Program Specialist								
<b>Old</b>	02501	07-04	07	2	N	N	<b>016</b>	025
<b>New</b>	02501	07-04	07	2	N	N	<b>019</b>	025
Insurance Program Specialist-Objective								
<b>Old</b>	02502	07-03	07	2	E	N	<b>016</b>	025
<b>New</b>	02502	07-03	07	2	E	N	<b>019</b>	025
Insurance Program Specialist-Senior								
<b>Old</b>	02503	07-03	07	2	E	N	<b>016</b>	025
<b>New</b>	02503	07-03	07	2	E	N	<b>019</b>	025
Legislative Liaison								
<b>Old</b>	13000	81-02	18	2	E	N	<b>044</b>	037
<b>New</b>	13000	81-02	18	2	E	N	<b>019</b>	037
Lottery Supervisor								
<b>Old</b>	02020	81-03	17	2	E	N	<b>019</b>	026
<b>New</b>	02020	81-03	17	2	E	N	<b>131</b>	026
Public Health Education Supervisor								
<b>Old</b>	40620	81-03	17	2	E	N	<b>063</b>	105
<b>New</b>	40620	81-03	17	2	E	N	<b>106</b>	105

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

**CHANGE THE CLASSIFICATION TITLE**

3)	Military Affairs Security	<b>Guard</b> - Entry							
	65501	05-08	05	4	N	N	247	426	
	Military Affairs Security	<b>Officer</b> - Entry							
	65501	05-08	05	4	N	N	247	426	
	Military Affairs Security	<b>Guard</b> - Objective							
	65502	05-09	05	4	N	N	247	426	
	Military Affairs Security	<b>Officer</b> - Objective							
	65502	05-09	05	4	N	N	247	426	
	Military Affairs Security	<b>Guard</b> - Senior							
	65503	05-10	05	4	N	N	247	426	
	Military Affairs Security	<b>Officer</b> - Senior							
	65503	05-10	05	4	N	N	247	426	
4)	Military Affairs Security	<b>Guard</b> Supervisor							
	65520	81-04	16	4	E	N	247	415	
	Military Affairs Security	<b>Officer</b> Supervisor							
	65520	81-04	16	4	E	N	247	415	

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

**MODIFY**

5)	Community Treatment Specialist								
	52761	12-06	12	2	E	N	112	174	
6)	Dean Assistant								
	18060	02-11	02	6	N	N	200	313	
7)	Social Worker								
	50862	12-05	12	2	E	N	112	174	
8)	Substance Abuse Counselor-Entry								
	49901	12-02	12	5	N	N	112	174	
	Substance Abuse Counselor-Objective								
	49902	12-04	12	5	N	N	112	174	
9)	Technical Writer – Senior								
	14462	07-03	07	2	E	N	131	184	

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

**Effective Date: No. 1-9**

**April 4, 2004**