

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.

Patricia M. Almond, Administrator
Division of Merit Recruitment and Selection

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

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

CHANGE THE JOB GROUP CODE

| | | | | | | | | |
|-----------------------|-------|-------|----|---|---|---|------------|-----|
| 2) Area Administrator | | | | | | | | |
| Old | 49840 | 81-03 | 17 | 2 | E | N | 003 | 005 |
| New | 49840 | 81-03 | 17 | 2 | E | N | 019 | 005 |

| | | | | | | | | |
|--|-------|-------|----|---|---|---|------------|-----|
| DOT Real Estate Chief | | | | | | | | |
| Old | 24070 | 81-02 | 98 | 2 | E | N | 001 | 018 |
| New | 24070 | 81-02 | 98 | 2 | E | N | 159 | 018 |
| DOT Technical Services Chief | | | | | | | | |
| Old | 24040 | 81-02 | 98 | 2 | E | N | 001 | 005 |
| New | 24040 | 81-02 | 98 | 2 | E | N | 003 | 005 |
| Employee Benefit Plan Policy Advisor-Entry | | | | | | | | |
| Old | 08611 | 81-04 | 99 | 2 | M | N | 016 | 025 |
| New | 08611 | 81-04 | 99 | 2 | M | N | 020 | 025 |
| Executive Staff Assistant | | | | | | | | |
| Old | 07210 | 81-04 | 97 | 5 | M | N | 019 | 026 |
| New | 07210 | 81-04 | 97 | 5 | M | N | 187 | 026 |
| Executive Staff Assistant Supervisor | | | | | | | | |
| Old | 07310 | 81-04 | 96 | 5 | E | N | 019 | 026 |
| New | 07310 | 81-04 | 96 | 5 | E | N | 187 | 026 |
| Human Services Area Coordinator | | | | | | | | |
| Old | 07570 | 07-03 | 07 | 2 | E | N | 003 | 026 |
| New | 07570 | 07-03 | 07 | 2 | E | N | 019 | 026 |
| Institution Complaint Examiner | | | | | | | | |
| Old | 08700 | 81-04 | 99 | 2 | N | N | 019 | 036 |
| New | 08700 | 81-04 | 99 | 2 | N | N | 112 | 036 |
| Insurance Program Specialist | | | | | | | | |
| Old | 02501 | 07-04 | 07 | 2 | N | N | 016 | 025 |
| New | 02501 | 07-04 | 07 | 2 | N | N | 019 | 025 |
| Insurance Program Specialist-Objective | | | | | | | | |
| Old | 02502 | 07-03 | 07 | 2 | E | N | 016 | 025 |
| New | 02502 | 07-03 | 07 | 2 | E | N | 019 | 025 |
| Insurance Program Specialist-Senior | | | | | | | | |
| Old | 02503 | 07-03 | 07 | 2 | E | N | 016 | 025 |
| New | 02503 | 07-03 | 07 | 2 | E | N | 019 | 025 |
| Legislative Liaison | | | | | | | | |
| Old | 13000 | 81-02 | 18 | 2 | E | N | 044 | 037 |
| New | 13000 | 81-02 | 18 | 2 | E | N | 019 | 037 |
| Lottery Supervisor | | | | | | | | |
| Old | 02020 | 81-03 | 17 | 2 | E | N | 019 | 026 |
| New | 02020 | 81-03 | 17 | 2 | E | N | 131 | 026 |
| Public Health Education Supervisor | | | | | | | | |
| Old | 40620 | 81-03 | 17 | 2 | E | N | 063 | 105 |
| New | 40620 | 81-03 | 17 | 2 | E | N | 106 | 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 | Guard - Entry | | | | | | | |
| | 65501 | 05-08 | 05 | 4 | N | N | 247 | 426 | |
| | Military Affairs Security | Officer - Entry | | | | | | | |
| | 65501 | 05-08 | 05 | 4 | N | N | 247 | 426 | |
| | Military Affairs Security | Guard - Objective | | | | | | | |
| | 65502 | 05-09 | 05 | 4 | N | N | 247 | 426 | |
| | Military Affairs Security | Officer - Objective | | | | | | | |
| | 65502 | 05-09 | 05 | 4 | N | N | 247 | 426 | |
| | Military Affairs Security | Guard - Senior | | | | | | | |
| | 65503 | 05-10 | 05 | 4 | N | N | 247 | 426 | |
| | Military Affairs Security | Officer - Senior | | | | | | | |
| | 65503 | 05-10 | 05 | 4 | N | N | 247 | 426 | |
| 4) | Military Affairs Security | Guard Supervisor | | | | | | | |
| | 65520 | 81-04 | 16 | 4 | E | N | 247 | 415 | |
| | Military Affairs Security | Officer 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