

**State of Wisconsin**

**OFFICE OF STATE EMPLOYMENT RELATIONS**

***DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN***

**Date:** June 12, 2005

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0065-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 June 12, 2005**, unless otherwise stated.

- 1) **Abolish** the **Cadre Commander** classification, **effective June 12, 2005**, because positions in this classification no longer exist in the Department of Military Affairs. No reallocation notices are necessary for this action. Questions may be directed to Stacie Meyer at (608) 267-1013.
- 2) **Abolish** the **Corrections Contracts Specialist** classification and **create** the **Corrections Planning and Operations Specialist** classification, **effective June 12, 2005**, to reflect changes in allocations due to establishment of the Planning and Operations Unit within the Department of Corrections, Division of Adult Institutions. DOC will process the necessary reallocation notices. Questions may be directed to Stacie Meyer at (608) 267-1013.
- 3) **Abolish** the **IS Professional In-Training (B) Confidential** classification, **effective June 12, 2005**, because this classification will no longer be used. No reallocation notices are necessary for this action. Questions may be directed to Lean White at (608) 267-0344.
- 4) **Abolish** the **LeMay Forestry Center Specialist** classification, **effective June 12, 2005**, because this classification is no longer being used due to a reorganization within the Department of Natural Resources. No reallocation notices are necessary for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 5) **Modify** the **Corrections Services Supervisor** classification specification, **effective June 12, 2005**, because duties were modified as a result of the allocation for the Division of Adult Institutions in creation of the Planning and Operations Unit. No reallocation notices are necessary for this action. Questions may be directed to Stacie Meyer at (608) 267-1013.
- 6) **Modify** the **DOT Engineering Chief** classification specification, **effective June 12, 2005**, to reflect a change in position allocations based on the department reorganization. DOT will process affected reallocation notices. Questions may be directed to Kris Chilsen at (608) 266-7569.
- 7) **Modify** the **DOT Program Chief** classification specification, **effective June 12, 2005**, to reflect a change in position allocations based on the department reorganization. DOT will process affected reallocation notices. Questions may be directed to Kris Chilsen at (608) 266-7569.
- 8) **Modify** the **Emergency Services Coordinator** classification specification, **effective June 12, 2005**, to add an allocation for the fire services program at the Department of Military Affairs. No reallocation notices are necessary for this action. Questions may be directed to Stacie Meyer at (608) 267-1013.
- 9) **Modify** the **Human Services Supervisor** classification specification, **effective June 12, 2005**, to include positions that function as Office Directors and Section Chiefs in the Division of Disability and Elder Services at the Department of Health and Family Services. DHFS will process affected reallocation notices. Questions may be directed to Diane Siegler at (608) 267-0408.

- 10) **Modify** the **Natural Resources Liaison Specialist and Natural Resources Liaison Specialist-Management** classification specifications, **effective June 12, 2005**, to add an allocation for the statewide Hmong Liaison. DNR will process affected reallocation notices. Questions may be directed to Pat Waterman at (608) 266-8149.
- 11) **Modify** the **Occupational Safety Inspector 1, 2, 3** classification series specification, **effective June 12, 2005**, to include allocations for positions with the Department of Health and Family Services. No reallocation notices are necessary for this action. Questions may be directed to Stacie Meyer at (608) 267-1013.
- 12) **Modify** the **Revenue Administrative Manager** classification specification, **effective June 12, 2005**, to add two allocations to the specification. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.

**Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER Web Page is June 27, 2005. 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://oser.state.wi.us/docview.asp?docid=1425>. 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 Debra Bower at (608) 267-5162 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@oser.state.wi.us](mailto:firstname.lastname@oser.state.wi.us).

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

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

**ABOLISH**

1)	Cadre Commander	05110	81-04	16	5	E	N	019	026
2)	Corrections Contracts Specialist	04600	81-03	18	1	E	N	019	026
3)	IS Professional In-Training (B) Confidential	13566	81-04	99	2	N	N	043	064
4)	LeMay Forestry Center Specialist	77400	81-04	18	8	E	N	301	503

**CREATE**

2)	Corrections Planning and Operations Specialist	04700	81-03	18	1	E	N	019	026
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**MODIFY**

5)	Corrections Services Supervisor	49470	81-02	98	2	E	N	003	006
6)	DOT Engineering Chief	26530	81-02	98	2	E	N	028	053
7)	DOT Program Chief	07830	81-02	98	2	E	N	003	036
8)	Emergency Services Coordinator	74260	81-03	99	2	E	N	019	003
9)	Human Services Supervisor	07580	81-02	98	2	E	N	003	005
10)	Natural Resources Liaison Specialist	56601	07-03	07	2	E	N	019	197
	Natural Resources Liaison Specialist-Management	56610	81-03	18	2	E	N	019	197
11)	Occupational Safety Inspector 1, 2, 3	73311	05-12	05	4	N	N	025	036
		73312	05-13	05	4	N	N	025	036
		73313	05-14	05	4	N	N	025	036
12)	Revenue Administrative Manager	01590	81-01	19	1	E	N	001	023

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

**Effective Date Items 1-12: June 12, 2005**