

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: November 13, 2005

Subject: Miscellaneous Classification Plan Changes

Locator No: OSER-0082-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 November 13, 2005**, unless otherwise stated.

- 1) ***Abolish the Public Utility Auditor 3 classification, effective November 13, 2005, and Modify the Public Utility Auditor classification series specification*** to reflect this as well as to better reflect the current organizational structure. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.
- 2) ***Change the Classification Title of Administrator, Division of Processing and Customer Service, effective November 13, 2005, to Administrator, Division of Taxpayer Services and Modify the classification specification*** to reflect a division name change due to a reorganization within the Department of Revenue. The affected agency will process reallocation notices. Questions may be directed to Tammy Haack at (608) 266-8232.
- 3) ***Change the Classification Title of Fingerprint Technician 1-4, effective November 13, 2005, to Identification Technician-Entry/Developmental, -Objective, -Senior and -Advanced and Modify the classification specification*** to acknowledge the performance of work beyond fingerprint identification and also recognizes the relocation of these positions to the Madison Crime Lab. The affected agency will process reallocation notices. Questions may be directed to Kris Chilsen at (608) 266-7569.
- 4) ***Change the Classification Title of Fingerprint Technician Supervisor, effective November 13, 2005, to Identification Technician Supervisor and Modify the classification specification*** to acknowledge the corresponding change in the title and specification of the Identification Technician mentioned above. The affected agency will process reallocation notices. Questions may be directed to Kris Chilsen at (608) 266-7569.
- 5) ***Change the Classification Title of Public Utility Auditor 4-7, effective November 13, 2005, to Public Utility Auditor-Senior, -Advanced, -Principle, and -Consultant and Modify the classification specification*** to reflect organizational structure. The affected agency will process reallocation notices. Questions may be directed to Tammy Haack at (608) 266-8232.
- 6) ***Change the Classification Title of Seamstress/Seamer 1 and 2, effective November 13, 2005, to Seamer 1 and 2, and Modify the classification specification*** to simplify the title structure. The affected agency will process reallocation notices. Questions may be directed to Leean White at (608) 267-0344.
- 7) ***Modify the Administrative Manager classification specification, effective November 13, 2005, in order to reflect the responsibilities of two positions within the Department of Administration. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.***

- 8) **Modify** the **Administrative Support Assistant** classification specification, **effective November 13, 2005**, to remove the allocation listed for the Department of Transportation as it is no longer used. No reallocation notices are necessary for this action. Questions may be directed to Dean Paynter at (608) 266-1014.
- 9) **Modify** the **Budget & Policy Manager** classification specification, **effective November 13, 2005**, to reflect the inclusion of the responsibilities of a position within the Department of Administration. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.
- 10) **Modify** the **Human Services Program Coordinator** classification specification, **effective October 2, 2005**, to better reflect the duties and responsibilities of the positions. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.
- 11) **Modify** the **Records/Forms Management Specialist and -Senior** classification specification, **effective November 13, 2005**, to reflect the movement of the Department of Corrections allocation to the Senior level; to reflect the senior position at the Department of Transportation, and to reflect some modifications to the agency position allocation description. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.

Internet Availability:

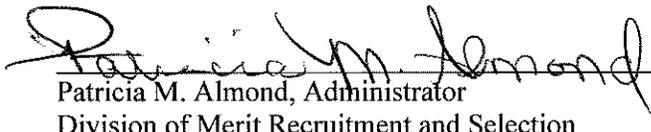
The target date for the availability of classification specifications from this bulletin on the OSER Web Page is November 14, 2005. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Debra Bower at (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 consultant at the OSER Fax number (608) 267-1000 or by e-mail at (using the consultant's name) Firstname.Lastname@wisconsin.gov



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

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

ABOLISH

1) Public Utility Auditor 3
 00303 07-03 7 2 E N 016 023

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

CHANGE TITLE & MODIFY SPECIFICATION

2)
OLD Administrator, Division of Processing and Customer Service
NEW Administrator, Division of Taxpayer Services
 09050 81-01 19 1 E E 001 007

3)
OLD Fingerprint Technician 1
NEW IDENTIFICATION TECHNICIAN-ENTRY/DEVELOPMENTAL
 67001 06-09 06 3 N N 147 235
OLD Fingerprint Technician 2
NEW IDENTIFICATION TECHNICIAN-OBJECTIVE
 67002 06-11 06 3 N N 147 235
OLD Fingerprint Technician 3
NEW IDENTIFICATION TECHNICIAN-SENIOR
 67003 06-12 06 3 N N 147 235
OLD Fingerprint Technician 4
NEW IDENTIFICATION TECHNICIAN-ADVANCED
 67004 06-13 06 3 N N 147 235

4)
OLD Fingerprint Technician Supervisor
NEW IDENTIFICATION TECHNICIAN SUPERVISOR
 67020 81-04 16 3 E N 147 235

5)
OLD Public Utility Auditor 4
NEW PUBLIC UTILITY AUDITOR-SENIOR
 00304 07-03 07 2 E N 016 023
OLD Public Utility Auditor 5
NEW PUBLIC UTILITY AUDITOR-ADVANCED
 00305 07-02 07 2 E N 016 023
OLD Public Utility Auditor 6
NEW PUBLIC UTILITY AUDITOR-PRINCIPLE
 00306 07-02 07 2 E N 016 023
OLD Public Utility Auditor 7
NEW PUBLIC UTILITY AUDITOR-CONSULTANT
 00307 07-02 07 2 E N 016 023

6)
OLD Seamstress/Seamer 1
NEW Seamer 1
 88801 03-07 03 8 N N 381 666
OLD Seamstress/Seamer 2
NEW Seamer 2
 88802 03-07 03 8 N N 381 666

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

MODIFY

7) Administrative Manager
 07180 81-01 19 1 E N 001 005

8) Administrative Support Assistant
 08160 07-04 07 5 N N 187 389

9) Budget & Policy Manager
 09790 81-01 19 1 E N 001 007

10) Human Services Program Coordinator
 07571 07-04 07 2 M N 029 026

11) Records/Forms Management Specialist
 05761 07-04 07 2 M N 019 026
 Records/Forms Management Specialist - Senior
 05762 07-03 07 2 M N 019 026

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

Effective Date Item 10: October 2, 2005
Items 1-9 & 11: November 13, 2005