State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date:	April 2, 2006	**Subject:**	Miscellaneous Classification Plan Changes
Locator No:	OSER-0091-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 2, 2006,** unless otherwise stated.

1) ***Abolish*** the classifications of **Coordinator, Local History; DOA Administrative Coordinator; Local History Specialist; Food Safety Consultant; Military Funeral Honors Program Specialist; Program Schedule Coordinator; Revisor of Statutes; Tool Crib Coordinator; UWM Recruitment Coordinator**, and **Veterans Employment and Training Specialist, effective April 2, 2006,** in an effort to simplify the classification system. These classifications are vacant at various departments and are not anticipated to be used in the future. Questions may be directed to Leean White at (608) 267-0344.

2) ***Abolish*** the classifications of **Building Inspector–Entry; Job Service Associate 1; Natural Resources Customer Services Representative–Entry/Objective; Specification Writer, Specification Writer-Advanced** and **Senior; Unemployment Benefit Analyst 1 & 2;** and **Unemployment Benefit Specialist 5** because these titles are vacant and are not likely to be used in the future. ***Modify*** the classification specifications, **effective April 2, 2006**, to remove the language pertaining to the abolished titles in that series. No reallocation notices are necessary for these actions. Questions may be directed to Leean White at (608) 267-0344.

3) ***Abolish*** the **Cereal Chemist-Entry** classification, ***retitle*** the **Cereal Chemist–Objective to Cereal Chemist** and ***modify*** the classification specification, **effective April 2, 2006**, to eliminate references to the entry level. DATCP plans to use only the objective level for future hires. There is no cost associated with this change and no positions need to be reallocated. Questions may be directed to Leean White at (608) 267-0344

4) ***Abolish*** the **Trust Funds Specialist 3** classification, ***retitle*** to **Trust Funds Specialist–Advanced**, and ***modify*** the specification, **effective April 2, 2006**, in order to reflect the change in job duties performed at both the objective and advanced levels. The affected agency will process reallocation notices for this action. Questions may be directed to Tammy Haack at (608) 266-8232.

5) ***Abolish*** the **Weatherization Technician 1** classification, ***retitle*** the **Weatherization Technician 2** to **Weatherization Technician** and ***modify*** the classification specification, **effective April 2, 2006**, to eliminate references to the 1 level. The Department of Commerce plans to use only the objective level for future hires. There is no cost associated with this change. Positions currently classified as Weatherization Technician 2 need to be reallocated to the new Weatherization Technician classification under ER 3.01 (a) "A change in the concept of the class or series." Questions may be directed to Leean White at (608) 267-0344.

6) ***Modify*** the **Revenue Field Auditor** classification specification, **effective April 2, 2006**, to move an allocation from the Revenue Field Auditor 7 level to the Revenue Field Auditor 8 level. The affected agency will process reallocation notices for this action. Questions may be directed to Tammy Haack at (608) 266-8232.

7) ***Modify*** the **Technical Writer and Technical Writer–Senior** classification specification, **effective April 2, 2006**, to remove the specific divisions listed and to allow for the use of classification in other divisions with special programs located in the Department of Health & Family Services and Department of Workforce Development. No reallocation notices are necessary for this action. Questions may be directed to Jennifer den Daas at (608) 266-1713.

Internet Availability:
The target date for the availability of classification specifications from this bulletin on the OSER website is March 31, 2006. 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 DMRS 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	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
ABOLISH								
1) Coordinator, Local History	57100	13-03	13	2	E	N	019	026
DOA Administrative Coordinator	07170	07-03	07	2	E	N	019	026
Food Safety Consultant	70370	05-15	05	4	N	N	293	489
Local History Specialist	57560	13-02	13	2	E	N	108	165
Military Funeral Honors Program Specialist	50100	07-04	07	2	N	N	019	026
Program Schedule Coordinator	59460	07-04	07	2	N	N	131	187
Revisor of Statutes	30500	01-00	19	1	E	N	119	178
Tool Crib Coordinator	91700	03-09	03	8	N	N	213	865
UWM Recruitment Coordinator	06560	07-04	07	2	E	N	019	026
Veterans Employment and Training Specialist	07270	12-04	12	2	E	N	019	163

ABOLISH and MODIFY

2)	Building Inspector–Entry							
	72461	06-15	06	4	N	N	025	035
	Job Service Associate 1							
	19601	02-11	02	5	N	N	187	316
	Natural Resources Customer Services Representative–Entry/Objective							
	23101	02-10	02	6	N	N	187	316
	Specification Writer							
	26661	14-46	14	2	E	N	028	043
	Specification Writer–Advanced							
	26663	14-48	14	2	3	N	028	043
	Specification Writer–Senior							
	26662	14-47	14	2	E	N	028	043
	Unemployment Benefit Analyst 1							
	48701	12-06	12	2	E	N	226	375
	Unemployment Benefit Analyst 2							
	48702	12-07	12	2	E	N	226	375
	Unemployment Benefit Specialist 5							
	48405	12-09	12	2	E	N	226	375

ABOLISH, RETITLE and MODIFY

3)								
OLD	Cereal Chemist–Objective							
NEW	**Cereal Chemist**							
	71102	06-11	06	3	E	N	147	224
4)								
OLD	Trust Funds Specialist 3							
NEW	**Trust Funds Specialist-Advanced**							
	08562	07-04	07	5	N	N	016	337
5)								
OLD	Weatherization Technician 2							
NEW	**Weatherization Technician**							
	25072	06-13	06	7	N	N	140	216

MODIFY

6)	Revenue Field Auditor							
	01571	07-04	07	2	E	N	016	023
7)	Technical Writer							
	14461	07-04	07	2	N	N	131	184
	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 Items 1-7: April 2, 2006