

State of Wisconsin

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** June 11, 2006

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0103-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 11, 2006**, unless otherwise stated.

- 1) **Create** the **Legal Secretary Supervisor** classification, **effective June 25, 2006**, to give direct supervision of day-to-day activities of legal secretarial functions, ensuring a more direct reporting relationship and also to eliminate the current lead worker functions performed by the Legal Secretary-Advanced classification which is being abolished as part of the Legal Support Survey. Reallocation notices necessary for this action will be processed by any affected agency(s). Questions may be directed to Toriana Pettaway at (608) 266-8434.
- 2) **Modify** the **Records/Forms Management Specialist** classification series specification, **effective June 11, 2006**, to move an allocation to the senior level at the Department of Administration and also to add a new position allocation to the senior level at DOA. No reallocation notices are necessary for this action. Questions may be directed to Stephen Hermosillo at (608) 266-0714.
- 3) **Modify** the **Transportation Customer Representative 4-Field-Examiner** and **Transportation Customer Representative 5-Field-Lead** classification specifications, **effective June 11, 2006**, to eliminate the "4" and the "5" in the title only. No content of the specification is changing. No reallocation notices are required for this action. Questions may be directed to LEEAN WHITE at (608) 267-0344.

### **Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER website is June 9, 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](mailto:Firstname.Lastname@wisconsin.gov).

*Patricia M. Almond by Jean White*  
 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
<b><u>CREATE</u></b>									
1)	Legal Secretary Supervisor	18420	81-04	02	6	E	N	187	313
<b><u>MODIFY</u></b>									
2)	Records/Form Management Specialist	05761	07-04	07	2	M	N	019	026
	Records/Form Management Specialist-Senior	05762	07-03	07	2	M	N	019	026
3)	Transportation Customer Representative 4-Field Examiner	75164	36-12	36	4	N	N	187	036
	Transportation Customer Representative 5-Field-Lead	75165	36-14	36	4	N	N	187	036

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

**Effective Date Item 1: June 25, 2006**

**Effective Date Items 2-3: June 11, 2006**