State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date:	June 25, 2006	**Subject:**	Miscellaneous Classification Plan Changes as a Result of **Wisconsin State Employee Union (WSEU) - Administrative Support Unit (ASU) Contract Bargaining** and the **Legal Support Staff Survey**
Locator No:	OSER-0106-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 in this bulletin that result from implementation of the WSEU portion of the Legal Support Staff Personnel Management Survey. Regardless of the actual notification date, the **effective date is June 25, 2006,** unless otherwise stated. Pay processing will be in accordance with the pay administration provisions in the applicable collective bargaining agreement.

NEGOTIATED PAY RANGE REASSIGNMENTS WITH THE WSEU-ASU BARGAINING UNIT

1) ***Reassign the pay range***, **effective June 25, 2006**, for the classifications of **Dean Assistant, Institution Registrar, Offender Records Assistant 1, Offender Records Assistant 2, and Offender Records Assistant 3,** due to negotiation with the WSEU-ASU Bargaining Unit. Reallocation notices will be automatically processed by DOA Central Payroll and/or University of Wisconsin Payroll and will be distributed to employees with their July 20, 2006 pay checks. Questions may be directed to Leean White at (608) 267-0344.

IMPLEMENTATION OF THE LEGAL SUPPORT PERSONNEL MANAGEMENT SURVEY

The Legal Support Staff Survey was conducted in order to assess whether the legal support staff classifications were experiencing difficulties with classification, compensation, recruitment or retention issues. Major reasons for conducting the survey were to simplify the class structure, address concerns regarding the necessity of multiple classifications and multiple levels within those classifications describing a similar occupational function, concerns regarding mobility between the classifications and analyze concerns of internal and external pay equity for the classifications. Three separate classifications were found to be necessary – secretarial, paraprofessional, and professional, but the levels within them could be simplified. Pay range assignments were recommended as follows and agreed upon during negotiations of the 2005-2007 labor contract between the WSEU and the State of Wisconsin.

2) ***Abolish*** the classifications of **Legal Assistant-Entry, Legal Assistant-Objective, Legal Secretary-Advanced** and **Legal Secretary-Objective**, **effective June 25, 2006**, and ***create*** the classifications of **Legal Associate** and **Legal Secretary**. Reallocation notices will be automatically processed by DOA Central Payroll and/or University of Wisconsin Payroll. Questions may be directed to Kris Chilsen at (608) 266-7569.

3) ***Modify*** the **Legal Support Staff-Confidential** classification specification as a result of the Legal Support Staff Survey, **effective June 25, 2006**. Reallocation notices will be manually processed. Questions may be directed to Kris Chilsen at (608) 266-7569.

Internet Availability:
The target date for the availability of classification specifications from this bulletin on the OSER Web Page is June 23, 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 routinely updated 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 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	Old Pay Range	NEW Pay Range
REASSIGN PAY RANGE				
1)	Dean Assistant	18060	02-11	**02-12**
	Institution Registrar	16700	02-13	**02-14**
	Offender Records Assistant 1	18901	02-09	**02-10**
	Offender Records Assistant 2	18902	02-10	**02-11**
	Offender Records Assistant 3	18903	02-11	**02-12**

	Classification	Class Code	Pay Range	Unit Code	EEO Cat	FLSA	FLSA LTE Code	Job Group	CIC Code
ABOLISH									
2)	Legal Assistant-Entry	19201	02-12	02	5	N	N	187	234
	Legal Assistant-Objective	19202	02-13	02	5	N	N	187	234
	Legal Secretary-Advanced	18102	02-12	02	6	N	N	187	234
	Legal Secretary-Objective	18101	02-11	02	6	N	N	187	234

Classification	Class Code	Pay Range	Unit Code	EEO Cat	FLSA	FLSA LTE Code	Job Group	CIC Code
CREATE								
2) Legal Associate	18301	02-13	02	6	N	N	187	234
Legal Secretary	18401	02-12	02	6	N	N	187	313

Classification	Class Code	Pay Range	Unit Code	EEO Cat	FLSA	FLSA LTE Code	Job Group	CIC Code
MODIFY								
3) Legal Support Staff-Confidential	19210	81-05	97	5	N	N	187	234

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

Effective Date Items 1-3: June 25, 2006