State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: July 9, 2006	**Subject:** Miscellaneous Classification Plan Changes
Locator No: OSER-0121-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 July 9, 2006,** unless otherwise stated.

1) ***Correct bulletin language*** **and DP Unit Code** for the **Legal Secretary Supervisor** classification announced June 11, 2006, to give direct supervision of day-to-day activities of legal secretarial functions to ensure a more direct reporting relationship. The references to the lead worker functions were not correct. No reallocation notices are necessary for this action. Questions may be directed to Toriana Pettaway at (608) 266-8434.

2) ***Modify*** the **Health Services Nursing Coordinator** classification specification, **effective July 9, 2006**, to reflect the need for this classification in medical service areas or on an institution-wide basis and an addition to duties which may be assigned. No reallocation notices are necessary for this action. Questions may be directed to Jennifer den Daas at (608) 266-1713.

3) ***Modify*** the **Human Resources Manager** classification specification, **effective July 9, 2006**, to describe positions in medium, large or major state agencies. Positions in large or major state agencies supervise other professional level human resources staff. Positions in medium state agencies may also supervise other human resources staff or function as the sole professional human resources representative for the agency. No reallocation notices are necessary for this action. Questions may be directed to Leean White at (608) 267-0344.

4) ***Modify*** the **Human Resources Program Officer** classification specification, **effective July 9, 2006**, to include positions in medium-sized agencies with a limited scope human resources function. References to positions in small state agencies are being eliminated due to the attachment of these administrative functional areas to the Department of Administration. The remainder of the specification language is unchanged. Agencies are reminded that this classification requires the position incumbent to be designated as a supervisor. No reallocation notices are necessary for this action. Questions may be directed to Leean White at (608) 267-0344.

5) ***Modify*** the **Rehabilitation Specialist for the Blind** classification series specification, **effective July 9, 2006**, to reflect the evolution of the Older Blind Grant Project to the Independent Living Services for Older Individuals. No reallocation notices are necessary for this action. Questions may be directed to Jennifer den Daas at (608) 266-1713.

6) ***Modify*** the **Revenue Management Supervisor** classification specifications, **effective July 9, 2006**, to add an allocation for Corporation Office Audit Supervisor and to remove the allocation for Technical Assistance Unit Supervisor. The affected agency will process reallocation notices for this action. Questions may be directed to Stephen Hermosillo at (608) 266-0714.

7) ***Retitle and Modify*** the Paralegal classification series, **effective July 9, 2006**, due to implementation of the Wisconsin Professional Employees Council (WPEC) portion of the Legal Support Staff survey. The Paralegal classification series is retitled **Paralegal and Paralegal-Advanced**. Modifications are made to the **Paralegal-Confidential and Paralegal Supervisor** classification specifications for clarification. Reallocation notices are required only for those positions whose classification is

changing from Paralegal-Objective to Paralegal and must be processed by the affected agency(s) in order to implement that change. 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 website is July 10, 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 Site 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. Agencies are reminded to review the current DMRS Assignment by Classification Listing on OSER's web site to determine which DMRS HR Consultant is assigned as the primary contact for the classification title. Assignments are changing as of July 10, 2006.

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
CORRECT DP UNIT CODE									
1)	Legal Secretary Supervisor								
Old		18420	81-04	02	6	E	N	187	313
NEW				**16**					
MODIFY									
2)	Health Services Nursing Coordinator	38250	81-02	18	2	E	N	063	095
3)	Human Resources Manager	10890	81-01	19	1	E	N	001	008
4)	Human Resources Program Officer	10810	81-02	99	2	E	N	020	027
5)	Rehabilitation Specialist for the Blind-Entry	49001	12-04	12	2	N	N	112	163

	Rehabilitation Specialist for the Blind-Intermediate							
	49002	12-05	12	2	N	N	112	163
	Rehabilitation Specialist for the Blind-Senior							
	49003	12-07	12	2	E	N	112	163
6)	Revenue Management Supervisor							
	01530	81-02	98	2	E	N	016	023

RETITLE/MODIFY

7)								
OLD	Paralegal-Objective							
NEW	**Paralegal**							
	15001	07-04	07	2	M	N	019	026
	Paralegal-Advanced							
	15002	07-03	07	2	M	N	019	026
	Paralegal-Confidential							
	15010	81-04	99	2	M	N	019	026
	Paralegal Supervisor							
	15020	81-03	17	2	E	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 Items 1-7: July 9, 2006