

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** October 15, 2006

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0143-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 October 15, 2006**, unless otherwise stated.

**CHANGE IN CENSUS IDENTIFICATION CODES (CIC).** The Division of Affirmative Action within the Office of State Employment Relations has concluded its review and analysis of the 2000 census. As a result of this review, all State of Wisconsin civil service titles on the Alphabetical Listing of Classifications have been updated to reflect these new census identification codes. Questions may be directed to Janice Faust, OSER/DAA at (608) 267-9604.

- 1) *Abolish* the **Aviation Manager** classification, **effective October 15, 2006**, as this class is vacant and will not be used in the future. No reallocation notices are necessary for this action. Questions may be directed to Stephen Hermosillo at (608) 266-0714.
- 2) *Abolish* the **Engineering Specialist – Transportation – Advanced 1** classification, **effective October 15, 2006**, as there are no filled positions within this class and it is not anticipated to be used in the future. No reallocation notices are necessary for this action. Questions may be directed to Jacquelyn Koeller at (608) 266-0712.
- 3) *Change in FLSA designation* to the **Aircraft Pilot** classification, **effective October 15, 2006**, to indicate the classification as mixed (non-exempt as well as exempt). The change to mixed status correctly categorizes the State's pilots at DOA and DNR according to the courts and the new federal FLSA regulations. No reallocation notices are necessary for this action. Questions may be directed to Kris Chilsen at (608) 266-7569.
- 4) *Create* the **Fuel Tax and Registration Auditor Lead** classification, **effective October 15, 2006**, as a result of the leadworker level being added to the existing series. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.
- 5) *Modify* the **Director of Nursing** classification specification, **effective October 15, 2006**, to reflect a section reorganization of the Bureau of Health Services at the Department of Corrections. No reallocation notices are necessary for this action. Questions may be directed to Jennifer den Daas at (608) 266-1713.
- 6) *Modify* the **Engineering Specialist - Transportation** classification series specification, **effective October 15, 2006**, to reflect the change in organizational names from Districts to

Regions. No reallocation notices are necessary for this action. Questions may be directed to Jacquelyn Koeller at (608) 266-0712.

- 7) *Modify* the **Enterprise Program Section Chief** classification specification, **effective October 15, 2006**, to remove the Chief of Travel and Transportation and to add the Chief of Publishing and Distribution as representative positions as a result of a reorganization at the Department of Administration. The affected agency will process any necessary reallocation notices. Questions may be directed to Stephen Hermosillo at (608) 266-0714.
- 8) *Modify* the **Enterprise Program Supervisor** classification specification, **effective October 15, 2006**, to reflect the removal of Chief, Publishing Services and Chief, Document Sales and Distribution as representative positions and revise the description of the representative position for Supervisor, Inserting and Distribution as a result of a reorganization at the Department of Administration. No reallocation notices are necessary for this action. Questions may be directed to Stephen Hermosillo at (608) 266-0714.
- 9) *Modify* the **Human Services Supervisor** classification specification, **effective October 15, 2006**, to indicate the function of these positions as section chiefs in the Department of Health and Family Services, Division of Children and Family Services. No reallocation notices are necessary for this action. Questions may be directed to Jennifer den Daas at (608) 266-1713.
- 10) *Modify* the **Institution Complaint Examiner** classification specification, **effective October 15, 2006**, to correct the reference in the specification of positions from professional to paraprofessional. Positions are located within the Department of Health and Family Services and the Department of Corrections. No reallocation notices are necessary for this action. Questions may be directed to Jennifer den Daas at (608) 266-1713.
- 11) *Modify* the **Revenue Administrative Manager** classification specification, **effective October 15, 2006**, to add the requirement for Assessor 3 certification within the first six months of employment for the Chief, Equalization Section, Chief, Manufacturing and Utility Assessment Section, and Director, Office of Assessment Practices allocations respectively. No reallocation notices are necessary for this action. Questions may be directed to Stephen Hermosillo at (608) 266-0714.
- 12) *Modify* the **University Conference Coordinator** classification specification, **effective October 15, 2006**, to clarify the class concept. No reallocation notices are necessary for this action. Questions may be directed to Dean Paynter at (608) 266-1014.

**Internet Availability:**

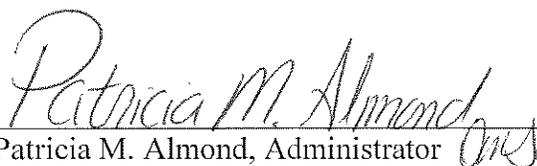
The target date for the availability of classification specifications from this bulletin on the OSER website is October 16, 2006. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Debra Bower at (608) 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](mailto: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.



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
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**ABOLISH**

1)	Aviation Manager	80240	81-02	98	2	E	N	149	016
2)	Engineering Specialist – Transportation – Advanced 1	25964	14-25	14	3	E	N	140	155

**CHANGE FLSA DESIGNATION**

3)	Aircraft Pilot	80300	06-25	06	3	E	N	149	903
	OLD								
	NEW					M			

**CREATE**

4)	Fuel Tax and Registration Auditor Lead	01006	07-03	07	2	E	N	016	080
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**MODIFY**

5)	Director of Nursing	38330	81-02	98	2	E	N	063	035
6)	Engineering Specialist – Transportation - Senior	25963	14-24	14	3	E	N	140	155
	Engineering Specialist – Transportation – Advanced 2	25965	14-26	14	3	E	N	140	155
7)	Enterprise Program Section Chief	05630	81-02	98	2	E	N	003	016
8)	Enterprise Program Supervisor	05620	81-03	17	2	E	N	019	500
9	Human Services Supervisor	07580	81-02	98	2	E	N	003	042
10)	Institution Complaint Examiner	08700	81-04	99	2	N	N	112	056
11)	Revenue Administrative Manager	01590	81-01	19	1	E	N	001	012
12)	University Conference Coordinator	18500	07-04	07	5	N	N	187	072

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

**Effective Date Items 1-12: October 15, 2006**