

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** April 15, 2007

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0161-MRS/SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the following classification plan changes identified in this bulletin. Regardless of the actual notification date, **the effective date is April 15, 2007**, unless otherwise stated.

- 1) *Abolish* the **Environmental Analysis and Review Management Specialist** classification **effective April 15, 2007**. This was a nonrepresented position at the Department of Military Affairs and has been changed due to Federal rules. The incumbent has been reallocated. The affected agency will process the necessary reallocation notice. Questions may be directed to Dean Paynter at (608) 266-1014.
- 2) *Abolish* the **Motor Vehicle Dispatcher** classification, **effective April 15, 2007**, because it is a vacant position which is no longer needed by the University of Wisconsin-Madison. No reallocation notices are necessary for this action. Questions may be directed to Dean Paynter at (608) 266-1014.
- 3) *Change the title* of the **Public Health Operations Office Director** classification to **Operations Office Director**, **effective April 15, 2007**. The specification was updated November 2006, however, the title was not properly updated. No reallocation notices are necessary for this action. Questions may be directed to Jennifer den Daas at (608) 266-1713.
- 4) *Create* the **Motor Vehicle Dispatcher Supervisor** classification, **effective April 15, 2007**, to replace the Motor Vehicle Dispatcher position. This position will dispatch and supervise positions assigned to truck and mail services at the University of Wisconsin-Madison. No reallocation notices are necessary for this action. Questions may be directed to Dean Paynter at (608) 266-1014.
- 5) *Modify* the **Advanced level** of the **Communications Specialist** classification series specification, **effective April 15, 2007**, to add an allocation for a Creative Product Manager for the Department of Natural Resources. No reallocation notices are necessary for this action. Questions may be directed to Dean Paynter at (608) 266-1014.
- 6) *Modify* the **Human Resources Program Officer** classification specification, **effective April 15, 2007**, to remove the exclusion of positions in the University of Wisconsin System and to add the representative position of Assistant Director of Unclassified Human Resources at the University of Wisconsin Milwaukee. No reallocation notices are necessary for this action. Questions may be directed to Toriana Pettaway at (608) 266-8434.
- 7) *Modify* the **Natural Resources Administrative Policy Coordinator** classification specification, **effective April 15, 2007**, to combine multiple allocation patterns into the Bureau Systems Manager allocation and add the Emergency Management Coordinator allocation to the specification. No reallocation notices are necessary for this action. Questions may be directed to Pat Waterman at (08) 266-8149.

- 8) *Modify* the **Real Estate Specialist** classification series specification, **effective April 15, 2007**, to represent the use of the class by the University of Wisconsin-Madison and to modify language for the Department of Transportation to reflect a new regional organizational structure. The affected agencies will process reallocation notices for this action. Questions may be directed to Jennifer den Daas at (608) 266-1713.
- 9) *Modify* the **Revenue Field Agent** classification series specification, **effective April 15, 2007**, to clarify the duties performed by incumbents of this classification within the Department of Revenue. The affected agency will process reallocation notices for this action. Questions may be directed to Jennifer den Daas at (608) 266-1713.
- 10) *Modify* the **University Business Specialist, University Business Specialist-Confidential, and University Business Specialist-Supervisor** classification specifications, **effective April 15, 2007**, to define professional level work and to remove reference to classifications which no longer exist. The affected agency will process reallocation notices for this action. Questions may be directed to Jennifer den Daas at (608) 266-1713.
- 11) *Publish Pay Grade Reassignments* on behalf of the University of Wisconsin Hospital and Clinics (UWHC), of the creation and/or modification of the classification structure for positions employed by the UWHC Board, as negotiated between the UWHC and the Wisconsin State Employees Union, **effective April 29, 2007**. Use of these classifications is limited exclusively to the UWHC and the specifications will not be posted on the Office of State Employment Relations website, although the titles will appear in a section of the Alphabetical Listing of Classifications devoted exclusively to UWHC classification listings. Questions regarding the coding structure, pay range assignment or affected positions may be directed to Joan Busch at (608) 263-6931 or via e-mail at [jbusch@uwhealth.org](mailto:jbusch@uwhealth.org).

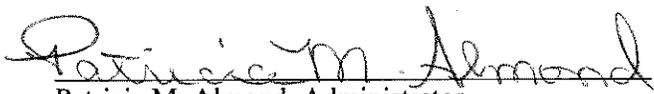
<b>Job Code</b>	<b>Title</b>	<b>New Grade</b>
9952	UWHC Surgical Technician – Objective	P
9953	UWHC Surgical Technician – Senior	Q
9950	UWHC Surgical Materials Coordinator	R
9955	UWHC Surgical Technician – Objective-WKD	P
9954	UWHC Surgical Technician – Senior-WKD	Q

**Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER website is April 16, 2007. 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.

  
 Patricia M. Almond, Administrator  
 Division of Merit Recruitment and Selection

Classification		Class	Pay	Unit	EEO	FLSA	FLSA	Job	CIC
		Code	Range	Code	Cat.	FLSA	LTE	Group	Code
							Code		
<b><u>ABOLISH</u></b>									
1)	Environmental Analysis and Review Management Specialist	55510	81-03	18	3	E	N	050	174
2)	Motor Vehicle Dispatcher	23600	03-08	03	6	N	N	212	552
<b><u>CHANGE TITLE</u></b>									
3)	<b>OLD</b> Public Health Operations Office Director								
	<b>NEW</b> Operations Office Director	06430	81-02	98	2	E	N	003	035
<b><u>CREATE</u></b>									
4)	Motor Vehicle Dispatcher Supervisor	23620	81-05	16	8	E	N	212	552
<b><u>MODIFY</u></b>									
5)	Communication Specialist-Advanced	12363	07-03	07	2	E	N	131	282
6)	Human Resources Program Officer	10810	81-02	99	2	E	N	020	062
7)	Natural Resources Administrative Policy Coordinator	09140	81-03	18	2	E	N	019	036
8)	Real Estate Specialist	03461	07-04	07	2	M	N	159	081
		03462	07-03	07	2	E	N	159	081
		03463	07-03	07	2	E	N	159	081
9)	Revenue Field Agent	67671	07-04	07	4	N	N	016	093
		67663	07-03	07	4	N	N	016	093
		67664	07-03	07	4	E	N	016	093
		67665	07-03	07	4	E	N	016	093
10)	University Business Specialist	05300	07-04	07	2	E	N	019	570
	University Business Specialist-Confidential	05310	81-04	99	2	E	N	019	570
	University Business Specialist-Supervisor	05320	81-04	16	5	E	N	019	570

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

**Effective Date Items 1-10: April 15, 2007; Item 11: April 29, 2007**