

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** March 2, 2008

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0183-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 March 2, 2008**, unless otherwise stated.

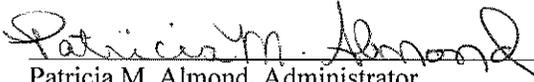
1. *Abolish* the **Agriculture Engineer Program Manager** classification, **effective March 2, 2008**, as the Department of Agriculture, Trade and Consumer Protection does not anticipate using it in the future. The Natural Resource Program Manager that was updated earlier will cover the DATCP need in the future. No reallocation notices are necessary for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
2. *Abolish* the **Schmeckle Reserve Project Coordinator** classification, **effective March 2, 2008**, as this is a vacant position at UW-Stevens Point which is not being refilled. No reallocation notices are necessary for this action. Questions may be directed to Dean Paynter at (608) 266-1014.
3. *Modify* the **Coding Technician** classification series specification, **effective March 2, 2008**, to add an allocation at the Advanced level within the Department of Health and Family Services. The affected agency will process any necessary reallocation notice for this action. Questions may be directed to Stephen Hermosillo at (608) 266-0714.
4. *Modify* the **Corrections Administrative Supervisor** classification specification, **effective March 2, 2008**, to remove the allocations and representative positions at Lincoln Hills School and Outagamie County Jail. The allocations and representative positions in the Division of Community Corrections and Division of Adult Institutions were updated to reflect organizational changes and revised duties. No reallocation notices are necessary for this action. Questions may be directed to Stephen Hermosillo at (608) 266-0714.
5. *Modify* the **Financial Specialist** classification series specification, **effective March 2, 2008**, to remove the UW-Superior representative position at the Financial Specialist 4 level. No reallocation notices are necessary for this action. Questions may be directed to Stephen Hermosillo at (608) 266-0714.
6. *Modify* the **Police Lieutenant** classification specification, **effective March 2, 2008**, to reflect general language updates, allocations that were added and updated, and to reflect the current supervisory structure. No reallocation notices are necessary for this action. Questions may be directed to Jacquelyn Koeller at (608) 266-0712.
7. *Modify* the **Police Sergeant** classification specification, **effective March 2, 2008**, to reflect additional classification titles under each allocation and to make general language updates. No reallocation notices are necessary for this action. Questions may be directed to Jacquelyn Koeller at (608) 266-0712.
8. *Modify* the **UW Administrative Program Supervisor** classification specification, **effective March 2, 2008**, to add an allocation for UW-Milwaukee Facilities Associate Director. The affected agency will process any necessary reallocation notice for this action. Questions may be directed to Dean Paynter at (608) 266-1014.
9. *Modify* the **Volunteer Coordinator** classification specification, **effective March 2, 2008**, to reflect a change in the duties of the representative position at the Department of Corrections from coordinating contacts between the inmate population and the community to coordinating the foster Grandparent Program for Ethan Allen School and to add representative positions at the Department of Military Affairs and the Board on Aging and Long Term Care. No reallocation notices are necessary for this action. Questions may be directed to Tripti Baliga at (608) 266-8232.

### Internet Availability:

The target date for the availability of classification specifications from this bulletin on the OSER website is March 5, 2008. 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.

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

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA	Job Group	CIC Code
						LTE Code		
<b><u>ABOLISH</u></b>								
1) Agriculture Engineer Program Manager	28380	81-02	98	2	E	N	028	153
2) Schmeckle Reserve Project Coordinator	90410	06-08	06	8	N	N	283	421
<b><u>MODIFY</u></b>								
3) Coding Technician	36301	02-12	02	3	N	N	200	351
	36302	02-13	02	3	N	N	200	351
	36303	02-14	02	3	N	N	200	351
4) Corrections Administrative Supervisor	05980	81-04	16	5	E	N	019	500
5) Financial Specialist	00101	02-09	02	6	N	N	202	512
	00102	02-10	02	6	N	N	202	512
	00103	02-11	02	6	N	N	202	512
	00104	02-12	02	6	N	N	202	512
	00105	02-13	02	6	N	N	202	512
6) Police Lieutenant	65222	56-01	98	4	E	N	247	371
7) Police Sergeant	65221	56-01	16	4	E	N	247	371
8) UW Administrative Program Supervisor	07480	81-03	17	2	E	N	019	500
9) Volunteer Coordinator	23700	12-04	12	2	E	N	112	593

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